

# Medical Assisting

## Program Locations:

- A. Appalachian Campus (Jasper) begins every Fall Semester
- B. Marietta Campus begins every Spring Semester

## Program Length: 1-2 Semesters:

- A. Fundamentals of Medical Assisting (Semester 1)
- B. Advanced Medical Assisting (Semester 2)

## Program Admission:

Students seeking admission to the Medical Assisting (MA) Program must be fully admitted to the college and considered program ready. No prerequisite courses are required to enter the MA Fundamentals program. Students will be required to be 18 years of age, provide immunization records, BLS for Healthcare Provider level CPR, complete a drug screen, and criminal background check before they can participate in the externship required for the Advanced Certificate program.

**STEP 1:** Prior to applying to the Medical Assisting program, all prospective students must first apply via the website to the college, be admitted and have a student ID number.

## STEP 2: View Mandatory Program Video

**Applicants must view the program video in order to submit a program application.** The video is located on our website by following these steps to reach the program page. Applications will be reviewed by the end of Spring Semester.

- Academics
- Health Sciences
- Assistant
- Medical Assisting

## Medical Assisting Courses:

Students will earn the Fundamentals certificate by successfully completing the following courses. After successfully completing these courses, students will also be eligible to enroll in the Advanced Medical Assisting certificate.

Course	Fundamentals of Medical Assisting	Credit
<b>MAST 1061</b>	Front Office & Legal Implications	6
<b>MAST 1080</b>	Medical Assisting Skills I	5
<b>MAST 1112</b>	Insurance & Claims Management	4
<b>MAST 1120</b>	Human Diseases	3

### Advanced Medical Assisting Courses:

Students who successfully complete the following Medical Assisting courses will earn an Advanced MA Certificate and be eligible to sit for the NHA exam for certification.

Course	Advanced Medical Assisting	Credit
<b>MAST 1030</b>	Pharmacology	4
<b>MAST 1090</b>	Medical Assisting Skills II	4
<b>MAST 1130</b>	Externship & Seminar	8

### Medical Assisting Diploma Option:

Students seeking to obtain the Medical Assisting Diploma must complete the general education courses outlined below. The additional coursework may be completed at any time. All courses must be completed with a grade of "C" or higher.

Course	Course Name	Credit
<b>ENGL 1101</b> or <b>ENGL 1010</b>	Composition and Rhetoric or Fundamentals of English	3
<b>ALHS 1090</b>	Medical Terminology	2
<b>MATH 1111</b> or <b>MATH 1012</b>	College Algebra Or Foundations of Mathematics	3
<b>PSYC 1101</b> or <b>PSYC 1010</b>	Introductory Psychology or Basic Psychology	3
<b>COMP 1000</b>	Introduction to Computers	3

### Immunizations:

Chattahoochee Technical College does not require vaccinations as criteria for admission and enrollment of students; however, immunizations are required for college health programs by our clinical partners. Students may not complete clinical rotations without meeting clinical site immunization requirements. All required vaccinations must be complete prior to starting clinical practice. Students completing internships or practicums in other majors must adhere to all job site vaccination guidelines. Clinical and job site requirements can and do change without notice or input from the College.

**Register for Classes:**

Once the electronic application has been processed the required permissions to register for the Medical Assisting courses will be applied to your student account. Note you will not receive confirmation of this and it is your responsibility to register for the Medical Assisting courses. Registration is first come, first served and will close once the classes are full. The program does not employ a waiting list. A mandatory program orientation date will be posted in the student's welcome letter. All notification letters are emailed to Chatt Tech student email addresses.

**Academic Advisement:**

Students should email an advisor with questions about admission criteria or to schedule an advisement appointment. For a list of Advisors, visit the [Office of Advisement](#) webpage.