

# SAN JACINTO COLLEGE

## MEDICAL ASSISTING PROGRAM INFORMATION

### Description

The Medical Assisting (MDCA) program within the San Jacinto College District (SJCD) is a 4 semester training program, leading to a Certificate of Technology in Medical Assisting. The Medical Assisting curriculum includes classroom theory, skills training, and a 240-hour unpaid clinical experience in one of our healthcare settings, located throughout the Houston metropolitan area. The program includes 448 classroom hours and 496 laboratory/clinical hours.

The Medical Assisting program is designed to train medical assistant personnel to perform both administrative and clinical duties and to report directly to an office manager, physician, or other health practitioner. Administrative duties may include answering telephones, greeting patients, updating and filing patient medical records, filling out insurance forms, scheduling appointments, handling billing and bookkeeping. Clinical duties vary according to state law and may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting physicians during examination.

### Certifications

Upon completion of the medical assisting program the student is granted a certificate of technology, is eligible to sit for the AAMA Certification Examination and earn the AAMA credential of Certified Medical Assistant (CMA-AAMA) and/or the RMA (AMT).

### Program Requirements

- Pass a criminal background check with no misdemeanors or felonies
- Pass a drug screen
- Proof of immunizations, including Hepatitis B
- Flu shots and TB skin test or chest x-ray within the last year.
- American Heart Association CPR certification
- Purchase scrubs and supplies through Northshore Medical Supply

### Course Sequence

Junior Year	
Fall	Spring
HPRS 2301 Medical Terminology MDCA 1310 Interpersonal Comm. Skills MDCA 1205 Medical Law & Ethics POFT 1301 Business English	MDCA 1309 Anatomy & Physiology MDCA 1343 Medical Insurance MDCA 1321 Administrative Procedures
Senior Year	
MDCA 1348 Pharmacology MDCA 1302 Pathophysiology MDCA 1417 Procedures of Clinical Setting	MDCA 1254 Exam Review MDCA 1560 Clinical

### Potential Earnings

Average annual salary for a Medical Assistant in Texas is \$30,270, according to the Bureau of Labor Statistics.