Medical Assistant (Certificate of Technical Studies)

This program prepares students for employment in private and large group physician's offices, clinics, hospitals, medical records, laboratories and/or insurance companies.

Upon completion of the Medical Assistant Clinical pathway, students are eligible to take the national Certified Clinical Medical Assistant (CCMA) exam from the National Healthcareer Association. Students completing the Coding and Insurance pathway are eligible for the Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA) and the Certified Professional Coder at the Apprentice level (CPC-A) exam offered by the American Academy of Professional Coders (AAPC).

To begin this program, the applicant must:
- have a high school diploma from a regionally accredited institution, or
- have a General Educational Development (GED) diploma, or
- be eligible to participate in the BRCC dual enrollment program, according to the requirements set for by the Board of Regents in Academic Affairs Policy 2.22, Dual Enrollment; and
- pass a criminal background check, obtain Basic Life Support for Healthcare Providers Cardiopulmonary Resuscitation (CPR) certification, drug screening, and other health requirements stipulated by the program manager.

To receive this certificate, the student must:
- Earn a "C" or better in all required program courses.
- Earn at least a 2.0 overall grade point average on all attempted technical credit hours.

Program Outcomes

Upon successful completion of the Clinical pathway, the graduate will be able to:		**Upon successful completion of the Coding and Insurance pathway, the graduate will be able to:**
1. Demonstrate the knowledge, skills, and abilities required of generalists in allied health professionals in physician's offices and health clinics.		1. Demonstrate the knowledge, skills, and abilities required of coding and insurance specialists in a variety of healthcare positions.
2. Sit for the national certification exam administered by the National Healthcareer Association.		2. Sit for the national certification exam administered by the American Health Information Management Association (AHIMA) and American Academy of Professional Coders (AAPC).
3. Perform medical office administrative and clinical procedures following universal precautions for safety.		3. Code provider diagnoses and procedures using correct medical, anatomical and physiological terminology.
4. Complete administrative tasks and clinical procedures within applicable parish, state, and federal law.		4. Complete the coding and billing process for timely submission of documentation for insurance companies.

Program of Study

First Semester	Credit Hours	First Semester	Credit Hours
MAST 1171, Medical Terminology for Medical Assistants	1	MAST 1171, Medical Terminology for Medical Assistants	1
MAST 1152, Human Body for Medical Assistants	2	CSCI 1013, Introduction to Computer Technology	3
MAST 1162, Professionalism in Healthcare	2	MAST 1162, Professionalism in Healthcare	2
MAST 1142, Pharmacology for Medical Assistants	2	MAST 1142, Pharmacology for Medical Assistants	2
MAST 1014, Phlebotomy*	4	MAST 1102, Information Management for Medical Assistants	2
MAST 1221, Clinical Procedures I	1	MAST 1113, Medical Coding I	3
First semester total:	12	First semester total:	13

Second Semester	Credit Hours	Second Semester	Credit Hours
MAST 1214, Administrative Procedures	4	MAST 1214, Administrative Procedures	4
MAST 2132, Clinical Procedures II	2	MAST 1123, Medical Coding II	3
MAST 1114, Electrocardiography (EKG)*	4	MAST 1224, Medical Insurance and Billing	4
MAST 2222, Medical Assistant Externship	2		
Second semester total:	12	Second semester total:	11
Total Program Hours:	24	Total Program Hours:	24

* The semester in which MAST 1014, Phlebotomy, and MAST 1114, Electrocardiography, are offered is dependent on the BRCC site at which the course is offered and the availability of clinical sites.

For more information, contact the Division of Nursing and Allied Health at 225-216-8044.