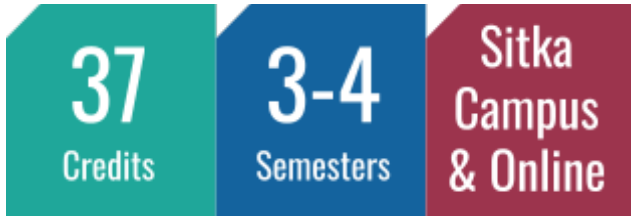


Medical Assisting

CERT | Certificate



“Medical assistants are multiskilled health professionals specifically educated to work in a variety of healthcare settings performing clinical and administrative duties. The practice of medical assisting necessitates mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession”.

— CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting (2022)

Delivery Methods

Courses in the Medical Assisting Certificate are available online or in hybrid format. *Clinical Procedures* requires face-to-face performance of skills and competencies during clinical lab intensives with instructor observation twice a semester. The program also requires a 180-hour practicum at an approved healthcare facility.

Medical Assisting through UAS

If you are interested in a career in the healthcare field, there is a growing demand for Medical Assistants.



Medical Assistants perform both administrative and clinical procedures. Coursework covers general medical knowledge, anatomy, physiology, behavioral science, medical law, and ethics. Administrative skills include medical records management, answering phones, scheduling and greeting patients, bookkeeping, collections, insurance processing, and familiarity with the Health Insurance Portability and Accountability Act (HIPAA). Clinical skills include obtaining vital signs, medication preparation and administration, assisting with examinations and minor procedures, drawing blood, performing basic laboratory tests, pharmacology, and specimen collection.



Students that complete this program will be prepared to become a vital part of a medical team working together toward patient health and wellness.

UAS Sitka Campus
1332 Seward Ave, Sitka, AK 99835
Toll Free: 1-800-478-6653 | Tel: (907) 747-7777
sitka.info@alaska.edu

uas.alaska.edu/sitka



UNIVERSITY of ALASKA SOUTHEAST

Medical Assisting

Sample Degree Plan | 3-4 semesters, 37 credits

Prerequisite Courses

WRTG 111 Writing Across Contexts	14
HS 102 Fundamentals of CPR and First Aid ¹	3
HS 114 Fundamentals of Anatomy & Physiology	1
HS 116 Math in Healthcare	4
HS 135 Medical Terminology	3
	3

After completing prerequisite courses, Medical Assisting students begin the program as a cohort in the Fall Semester

Fall Semester	8	Spring Semester	8	Summer Semester	7
MA 133 Administrative Procedures I	4	MA 233 Administrative Procedures II	4	MA 294A Medical Assisting Practicum ²	4
MA 142 Clinical Procedures I	4	MA 242 Clinical Procedures II	4	Human Relations course ³	3

¹ This course is waived with a current first aid and provider level CPR.

² All applicable cognitive objectives and psychomotor and affective competencies must be achieved prior to the start of the practicum.

³ Health Sciences 106, Psychology 111, or Psychology 250.

The final course in the certificate program is the **Medical Assisting Practicum**, a 180-hour unpaid, supervised internship in a medical clinic for Medical Assisting students. Students work alongside an instructor to observe the required duties of a Medical Assistant in the healthcare setting. Students apply learned principles, skills, and knowledge required in private medical offices and clinics by performing equivalent tasks as final preparation for employment in the field. In addition, students take part in online discussions, assignments, and examinations. Students must pass all applicable cognitive objectives as well as psychomotor and affective competencies prior to the start of the practicum.

After submitting an online admissions application, applicants must also submit documentation of a current TB test and immunizations. All students in the Medical Assisting program must either hold a current Provider Level First Aid/CPR card, or take HS 102: Fundamentals of CPR and First Aid. Students are admitted to the program with approval from the Program Director.

For more information, please contact: Amy Samuel, M.Ed., M.P.A., CMA (AAMA), AHI (AMT)
UAS Medical Assisting Program Director
aksamuel@alaska.edu
(907) 747-7748

DEGREE REQUIREMENTS: uas.alaska.edu/academics

UA is an AA/EO employer and educational institution and prohibits illegal discrimination against any individual: www.alaska.edu/nondiscrimination. Updated 5/24.

UAS Sitka Campus
1332 Seward Ave, Sitka, AK 99835
Toll Free: 1-800-478-6653 | Tel: (907) 747-7777
sitka.info@alaska.edu

uas.alaska.edu/sitka