Medical Assistant Certificate

Program Overview
Medical assisting is one of the nation’s fastest growing careers, and job opportunities are plentiful. A career as a medical assistant is for you if you would like to combine working with patients with administrative duties.

Medical assistants have a great amount of variety in their jobs and perform such functions as answering phones, scheduling appointments, updating and filing patient medical records, as well as taking medical histories and vital signs, drawing blood, and assisting the physician with procedures.

At NECC, the Medical Assistant Certificate includes classroom theory and clinical practice to prepare you for patient care management, administrative, and supervisory functions. Graduates from this program will demonstrate effective communication skills, adhere to ethical and legal standards of medical practice, recognize and respond to emergencies, and demonstrate professional characteristics. Upon completion of the program, you will be qualified to take the national certification exam for medical assistants administered by the American Association of Medical Assistants (AAMA).

Accreditation
The Certificate in Medical Assisting at NECC is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

Career Opportunities
Graduates will be able to pursue many career paths. Medical assistants work in a variety of healthcare settings including physician offices, outpatient care facilities, hospitals, clinics, nursing care facilities, and other healthcare facilities. Job opportunities are excellent and are expected to continue to grow.
Courses

Required Courses

Year 1, Fall Semester
- BIO101 Human Biology
- BIO102 Human Biology Laboratory
- ENG101 English Composition
- HES104 Medical Office Administration
- HES115 Medical Terminology
- MAS100 Introduction to Medical Assisting
- MAS101 Medical Assisting I

Year 1, Spring Semester
- MAS110 Medical Assisting II
- MAS120 Clinical Laboratory Procedures-
- MAS190 Medical Assisting Practicum
- PSY101 Introduction to Psychology

Getting Started

Ready to get started? It’s easy! Northern Essex has an open admissions policy, which means that if you have a high school diploma or GED/HiSET or other state-approved equivalency credential, you are eligible to enroll at NECC. Just fill out an application, attend an orientation/assessment session, and then register for classes.

Program Requirements

Admission Requirements: The Medical Assistant Program has additional admission requirements. See the Admissions Criteria Packet at www.necc.mass.edu/programs for complete information.

CORI/CHRI/SORI: Students interested in participating in this academic program may be required to undergo a Criminal Offender Record Information (CORI) check, a Criminal Records Central Repository (CHRI) check and/or a Sex Offender Record Information (SORI) check. For more information, visit www.necc.mass.edu/cori-sori.

Northern Essex Community College is committed to the success of every student. Students with legal issues in their background will meet with a committee as part of the CORI/CHRI/SORI process and will receive guidance and counseling throughout the review of their records. NECC personnel make every effort to help students prepare for careers in their chosen field. Students are encouraged to seek assistance and support.

Drug screening: Students enrolled in this academic program may be required to pass a drug screening analysis.

For more information
Visit www.necc.mass.edu/programs or contact Kathy Hudson at 978-738-7512 or khudson@necc.mass.edu, or contact Enrollment Services at 978-556-3700.

For more information on program costs and graduation rates, visit www.necc.mass.edu/MAC.