

MEDICAL ASSISTING - CERTIFICATE OF COMPLETION

Doña Ana Community College 2024-2025 Catalog

Medical assistants work alongside physicians primarily in outpatient or ambulatory care facilities, such as medical offices, clinics, and urgent care centers. Medical assistants who earn their AAS in Medical Assisting are cross trained to perform administrative and clinical duties, whereas medical assistants who earn their certificate in medical assisting will be trained for clinical duties only.

Clinical duties include but are not limited to taking medical histories; explaining treatments and procedures to patients; collecting and preparing lab specimens; preparing and administering medications; performing electrocardiograms; and assisting physicians during examinations.

Administrative duties include but are not limited to answering telephones; updating and filing patient medical records; scheduling appointments; billing and bookkeeping.

Clinical Clearance Packet

Students registering for a course that has a clinical component (NA 109 Phlebotomist Basic, NA 110 Electrocardiogram Technician Basic, NA 214 Medical Assistant Practicum) are required to complete a clinical clearance packet and submit online to Castlebranch (<https://discover.castlebranch.com/>) for the director's approval to register.

Mandatory Attendance

Students must attend all class meetings and lab sessions to be eligible for national certification testing. Clinical courses take place off-campus, students will need to have personal transportation.

(38 credits)

NOTE: Students must earn a final grade of C or better in all required courses and achieve a cumulative grade-point average of at least 2.0.

Prefix	Title	Credits
OEEM 101	CPR for the Health Care Professional	1
AHS 120	Medical Terminology	3
BIOL 1130G	Introductory Anatomy & Physiology (non-majors) (or BIOL 2225)	4
NA 114	Patient Care Fundamentals	4
HIT 110	Electronic Health Records	3
HIT 120	Health Information Introduction to Pharmacology	3
NA 109	Phlebotomist Basic	4
NA 110	Electrocardiogram Technician Basic	4
NA 212	Medical Assistant Capstone Course	6
NA 214	Medical Assistant Practicum	6
Total Credits		38

Semester 1	Credits
OEEM 101 CPR for the Health Care Professional	1
AHS 120 Medical Terminology	3

BIOL 1130G	Introductory Anatomy & Physiology (non-majors) (or BIOL 2225)	4
NA 109	Phlebotomist Basic	4
NA 114	Patient Care Fundamentals	4
Credits		16
Semester 2		
HIT 110	Electronic Health Records	3
NA 110	Electrocardiogram Technician Basic	4
NA 212	Medical Assistant Capstone Course	6
HIT 120	Health Information Introduction to Pharmacology	3
Credits		16
Semester 3		
NA 214	Medical Assistant Practicum	6
Credits		6
Total Credits		38