



About Gila Community College

Sharing a Vision...

Standing in the future...Gila Community College sees itself as an educational organization that is the "Hub of the Community"...a center of learning that is the pride of the community...a college that is always given favorable consideration when choosing post-secondary education and is among the top two for consideration...an organization that is first choice for vocational training and job skills enhancement...a center for art and culture... a center with a vast offering of community interest programs for all ages...an educational organization whose vocabulary does not include "impossible"...an organization that deals in possibilities...a college who holds itself to the highest ethical standards and is goal driven...a second home for staff who take pride in their work and have fun at the same time...they value diversity and culture and all members of the staff share in the "vision". Gila Community College is an organization that is constantly creating their future rather than defending the past.



**Gila
Community
College**

Creating futures...

www.gilaccc.org

Gila Community College takes great pride in being Gila County's cost-effective solution for high quality postsecondary educational programs and opportunities for the residents of the communities we serve... We remain firm in our commitment to **creating futures...**

Gila Community College has a comprehensive financial aid program to insure, to the extent of available funding, that no student will be denied a college education because of lack of funds. Contact any of our Campuses for additional information on financial aid opportunities.

"In Partnership with Eastern Arizona College"



**Medical
Assistant**

**Certificate of
Proficiency**

30704



**Gila Pueblo Campus
Globe**

928-425-8481

Payson Campus

928-468-8039

San Carlos Campus

928-475-5983

Program Description

Certificate of Proficiency Medical Assistant

This program prepares you for an entry-level position as a medical assistant. Emphasis is on preparation to perform both clerical duties and clinical duties in a medical office.

Medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. In small practices, medical assistants usually do many different kinds of tasks, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators.

Medical assistants who perform administrative tasks have many duties. They update and file patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They also perform tasks less specific to medical settings, such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping.

For clinical medical assistants some common tasks include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations. Medical assistants collect and prepare laboratory specimens and sometimes perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They might instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.

Curriculum Requirements

The following entry proficiencies are recommended:

- A tenth grade or higher reading level as determined by an EAC Placement Test or completion of ENG 100, Writing Fundamentals.
- Mathematics skills at the MAT 077 level or higher as determined by an EAC Placement Test or successful completion of MAT 055, Basic Math.



Health Care Education Core Requirements

HCE 100 Basic Health Care Concepts and Skills or NUR 100 Nursing Assistant	4 credits or 8 credits
HCE 101 Basic Life Support	2 credits
HCE 112 Medical Terminology	2 credits
HCE 114 Math for Medications	2 credits
HCE 190 Human Body in Health and Disease	4 credits

**Total Health Care Education
Core Requirements** **14 to 18
credits**

HCE 130 Medical Assisting: Administrative Competencies	4 credits
HCE 160 Medical Assisting: Clinical Competencies	6 credits
HCE 170 Medical Assisting: Externship	4 credits
HCE 186 Phlebotomy and Clinical Laboratory	2 credits

**Total Minimum Certificate
Requirements** **30 to 34
credits**

**Start now and have a career in
one year!**

In addition to completing the course requirements above with a grade of "C" or better, you must meet an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC COMPASS writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 120, Intermediate Algebra, or higher with a grade of "C" or better.
- EAC COMPASS mathematics placement score of 61 or higher entered into your student record.



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