The medical assistant certificate and associate of applied science degree programs prepare students for employment in the healthcare setting. Students receive education in the theory and skills for both office work and clinical care. The medical assistant certificate incorporates both the medical office reception occupational endorsement and the medical/dental reception certificate.

Medical assistants are trained to work all areas of a medical practice. They assist the physician with exams and procedures and also work at the front office in scheduling, reception, billing, reimbursement and office management. Medical assistants perform administrative and clinical tasks to keep healthcare settings running smoothly.

The Medical Assistant Certificate is nationally accredited by CAAHEP (Commission on Accreditation of Allied Health Education Programs). Upon completion of the certificate, you will be eligible to sit for the national exam through the AAMA/MAERB (American Association of Medical Assistants and the Medical Assistant Education Review Board) 20 N. Wacker Dr. Ste. 1575, Chicago, Il 60606.
MEDICAL ASSISTANT

SAMPLE COURSES

- Computer Business Applications
- Medical Terminology
- Professional Skills for the Workplace
- Fundamentals of Anatomy and Physiology
- Medical Law and Ethics
- First Aid and CPR
- Administrative Procedures I
- Clinical Procedures I
- Human Diseases
- Administrative Procedures II
- Healthcare Reimbursement
- Clinical Procedures II
- Introduction to Pharmacology
- Medical Assisting Practicum

PROGRAM HIGHLIGHTS

Hands on clinical training may be offered in physicians offices, clinics, or other health facilities. Class sizes are intentionally kept small so that students receive highly individualized one-on-one training from outstanding faculty and instructors.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 35 East Wacker Drive, Chicago IL 60601, 1 (313) 553-9355.

PROGRAM REQUIREMENTS

Special admission, licensing, or certification requirements may apply to students in this program. Applicants should familiarize themselves with these and speak with a faculty advisor if they have any questions or concerns. Prerequisites for the program include a high school diploma or GED and completion of the medical assistant application.

APPLICATION PROCESS

- Review admission requirements with an advisor by calling 907-455-2823 or email uaf-ctc@alaska.edu
- Apply for Admission to UAF: www.uaf.edu/admissions
- Apply for Financial Aid: www.uaf.edu/finaid/ or call 907-455-2832
- Find Classes & Register: www.uaf.edu/coursefinder/
- Get Your books & Class Materials Organized - UAF Bookstore: www.uaf.bkstr.com
- Start your Journey at UAF CTC!

PROGRAM CONTACT

Christa Bartlett
Assistant Professor
604 Barnette Street, Fairbanks AK 99701
907-455-2887
907455-2865 fax
clbartlett@alaska.edu

View the Allied Health Programs Website: WWW.CTC.UAF.EDU/HEALTH