Project GRAD
Medical Assisting Certificate

For full program description, official requirements and course titles visit www.northshore.edu/academics/programs/mac/official.

Medical assistants are multiskilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties.

Career Pathway: Health & Science

Types of courses:
Life sciences
Office preparation
Supervised Practicum (work experience)

How to start:
Admissions: Selective
- Applications must be received by February.
- Program begins in September.
- Communications and math proficiency must be demonstrated before application will be accepted.
- CORI/SORI checks are required.

Contact:
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Apply to graduate from NSCC
Advanced Medical Assistant Procedures
Medical Ethics
Interpersonal Skills for Health Professions
Medical Assisting Practicum
Medical Office Procedures
Medical Assisting Clinical & Laboratory Procedures
The Body in Health and Disease
Composition 1
Medical Terminology
Keyboarding 1: Introduction

Check course selection with program advisor

Start Medical Assisting Certificate Program in September

For course descriptions

Apply to certificate program by February
Four Project Grad courses support academic success
College Reading 2--Project GRAD
Individualized Mathematics Review--Project GRAD
College Writing 2--Project GRAD
Returning to School: Growth & Transition--Project GRAD

Apply to NSCC
Take Placement Test

Project GRAD at North Shore Community College
Project GRAD is a part-time evening and weekend opportunity to prepare for careers in health and legal fields. It features achievement coaches, cohort classes, online learning, and tutoring. Project GRAD is funded with a grant from the U.S. Department of Education Fund for the Improvement of Postsecondary Education.

www.northshore.edu/grad/information.html

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What is Medical Assisting?

Job Responsibilities
- Schedule appointments
- Maintain medical records
- Perform billing and coding for insurance purposes
- Take and record vital signs and medical histories of patients
- Draw blood and administer medications as directed by physicians

Related Job Titles
Medical Assistant, Certified Medical Assistant CMA (AAMA), Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant, EKG Technician, and Phlebotomy Technician.

What Makes My Job Hot?
Faster than average growth!
- In Massachusetts this job is expected to grow by 34% from 2008-2018, much faster than average for all jobs.

Where can a Medical Assisting Certificate take me?
Possible promotion track:
- Office Manager Work experience, bachelor’s degree required
- Risk Manager Bachelor’s degree required
- Regional Manager Bachelor’s degree required

- Graduates of NSCC’s Medical Assisting Certificate program are eligible to take the national certification exam. Certification may lead to higher pay or more employment opportunities.

Useful Links
www.careerinfonet.org
http://masscis.intocareers.org

Graduate from North Shore Community College
Take national certification exam
Work in a doctor’s office, hospital, HMO, or clinic
Continue with higher education and/or training

Average Health Care Wages in Massachusetts

- Home Health Aide $11-$13 hourly Noncredit certificate
- Certified Nursing Assistant $13-$15 hourly Noncredit certificate
- Pharmacy Technician $13-$15 hourly Noncredit certificate
- Medical Office Support/Coder $16-$19 hourly Credit certificate
- Medical Assistant $16-$18 hourly Selective admissions, credit certificate
- Surgical Technician $21-$23 hourly Selective admissions, credit certificate
- Medical Interpreter $20-$26 hourly Noncredit certificate
- Licensed Practical Nurse $22-$25 hourly Selective admissions, credit certificate


NSCC offers all these certificates!