

## **Certificate in Medical Assisting Accreditation and Credentialing Information**

### **The Curriculum Review Board**

The Curriculum Review Board (CRB), which operates under the authority of the Endowment, evaluates medical assisting programs according to *Standards* adopted by the Endowment and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The CRB then recommends programs to CAAHEP for accreditation. Additionally, the CRB fulfills these functions:

- Regularly reviewing *Standards* for medical assisting curricula
- Conducting accreditation workshops for medical assisting educators
- Conducting workshops and conferences for medical assisting program surveyors
- Providing medical assisting educators with current information about CAAHEP accreditation laws, policies and practices.

### **The Accreditation department**

The AAMA Accreditation department provides staff support to the CRB in the following activities:

- Developing and implementing strategic plans and policies
- Developing meeting agendas
- Monitoring compliance with regulatory requirements
- Developing and interpreting accreditation standards
- Coordinating accreditation workshops
- Coordinating the recruitment and training of volunteers
- Editing reports and coordinating revisions

The department also provides assistance to programs undergoing accreditation.

### **CAAHEP**

CAAHEP is a non-profit, allied health education organization whose purpose is to accredit entry-level, allied health education programs. For more information, go to [www.caahep.org](http://www.caahep.org).

The **Certificate in Medical Office Administration** is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727/210-2350

## MEDICAL ASSISTING Certificate

This program prepares students for potential employment in a physician's office. This program requires proof of computer literacy.

Course	Number		Credit Hours
<b>GENERAL EDUCATION</b>			
BIOL	1100	Human Biology <b>or</b>	
BIOL	1107	Principles of Biology I	3-4
ENGL	1100	Communication Skills <b>or</b>	
ENGL	1101	English Composition I	3
MATH	1102	Medical Mathematics	3
READ	1100	Reading Skills <b>or</b>	
ENGL	1102	English Composition II	3
<b>MAJOR FIELD COURSES</b>			
ALHT	1110	Allied Health Terminology I	3
ALHT	1111	Allied Health Terminology II	3
ALHT	1115	Medicolegal Ethics and Quality Assurance	1
MLTS	1101	Introduction to Health Sciences	3
MOAS	1110	Clinical Procedures I	3
MOAS	1111	Clinical Procedures II	3
MOAS	1190	Clinical Practicum	5
OADM	1150	Document Processing I	3
OADM	1159	Medical Office Procedures	3
OADM	1230	Business English	3
OADM	1250	Professional Development	3
Elective		ALHT 1160, OADM 1101, or OADM 1214	3
<b>PHYSICAL EDUCATION</b>			
PHED	1005	First Aid/CPR and Cardiovascular Fitness	1
		Total	49-50

Students must earn a "C" or better in ALHT 1110, ALHT 1111, BIOL 1100 **or** BIOL 1107, MATH 1102, MLTS 1101, MOAS 1110, MOAS 1111, and MOAS 1190 to successfully complete the program.