The Medical Assistant Program offers degrees which prepare students for employment in healthcare settings. Students receive education in the theory and skills for both office work and clinical care. The medical assistant certificate incorporates the medical office reception occupational endorsement and the medical/dental reception certificate.

The medical assistant certificate is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and is intended to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the certificate, students will be eligible to take the national exam through the American Association of Medical Assistants and the Medical Assistant Education Review Board (AAMA/MAERB).

The associate of applied science degree provides students the opportunity to build on the foundation developed at the certificate level through completion of additional allied health and general education coursework. Medical assistants are trained to work in several areas of a medical practice. They may assist the physician with exams and procedures and may also work in the front office in scheduling, reception, billing, reimbursement and office management. Medical assistants perform administrative and clinical tasks to keep healthcare settings running smoothly.
MEDICAL ASSISTANT

PROGRAM TOPICS

Foundations for Clinical Practice
- Anatomy & Physiology
- Applied Mathematics
- Applied Microbiology/Infection Control

Applied Communications
- Concepts of Effective Communication

Medical Business Practices
- Administrative Functions
- Basic Practice Finances
- Managed Care/Insurance
- Procedural and Diagnostic Coding

Medical Law and Ethics
- Legal Implications
- Ethical Considerations

Safety and Emergency Practices
- Protective Practices

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.

The UAF CTC medical assistant certificate is nationally accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assistant Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs: 1361 Park Street, Clearwater, FL 33756 (727) 210-2350.

OTHER DETAILS

Special admission, licensing, or certification requirements may apply to students in this program. Applicants should familiarize themselves with these and speak with a CTC 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!

FOR MORE INFORMATION

UAF Community & Technical College
604 Barnette Street, Fairbanks AK 99701
907-455-2823
907-455-2865 fax

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WWW.CTC.UAF.EDU
GET SOCIAL WITH UAFCTC: