

DIVISION OF ALLIED HEALTH AND PROFESSIONS

Medical Assisting

Make your opportunity.

Medical Assisting is a fast-paced allied health profession that allows you to perform both direct patient care and administrative responsibilities.

What makes the education at Trocaire stand out is that our graduates qualify to sit for nationally accredited exams for medical office assistant, reimbursement specialist, coding associate and certified medical assistant or registered medical assistant upon graduation. No other school in Western New York offers this opportunity to its students.

What does it take to succeed in this field?

Resilient, hard-working and motivated individuals with strong organizational skills are perfect for this career.

What careers will this degree prepare you for?

Medical Assistants primarily work in in-patient, outpatient or ambulatory healthcare facilities, such as medical offices and clinics. In short, anywhere that routine administrative or clinical tasks are needed to keep healthcare operations running smoothly, medical assistants will find opportunities.

What are the admission requirements?

Trocaire College evaluates students using a holistic admissions review approach, which gives them the best opportunity to highlight their strengths and potential for success in the program. Students are evaluated based on academic metrics, experience and personal attributes.

- High school diploma (minimum 75% average) or HSE (High School Equivalency) diploma
- Biology (high school or college)
- 2.0 cumulative GPA with a minimum grade of "C" in laboratory sciences for current and transfer students
- Official transcripts from high school and all colleges attended

Over the next 10 years, open medical assistant positions are projected to grow by 23%.



Contacts:

Jennifer Blickwedehl, Ph.D
Assistant Vice President, Academic Operations
BlickwedehlJ@trocaire.edu

Office of Admissions
info@trocaire.edu
716-827-2545

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Medical Assisting Certificate: Curriculum

Degree Levels: Certificate Program
Time to Completion: 10 Months

Time of Program: Day
Mode of Delivery: On-campus

Semester 1
Anatomy and Physiology I
Anatomy and Physiology I Laboratory
Medical Terminology
Anatomy and Physiology II
Anatomy and Physiology II Laboratory
Orientation to Medical Assisting
Diagnostic and Clinical Laboratory Procedures

Semester 2
Medical Office Systems & Procedures
Medical Assistant – Clinical Procedures
Healthcare Reimbursement
Outpatient Coding, Classification & Reimbursement Systems
Ethics in Health Care

Semester 3
Medical Assistant Clinical Seminar and Externship

Medical Assisting Associate: Curriculum

Degree Levels: Associate
Time to Completion: 24 Months

Time of Program: Day
Mode of Delivery: On-campus

Semester 1
Anatomy and Physiology I
Anatomy and Physiology I Laboratory
Keyboarding I and Document Processing
English Composition
College Seminar or College Success
Orientation to Medical Assisting
Medical Terminology

Semester 2
Anatomy and Physiology II
Anatomy and Physiology II Laboratory
Information Technology I
Outpatient Coding, Classification & Reimbursement Systems
Healthcare Reimbursement
Diagnostic and Clinical Laboratory Procedures
Medical Office Systems & Procedures

Semester 3
Pathophysiology and Pharmacology
Business Communications I
Outpatient Coding, Classifications and Reimbursement II
Mathematics Elective
Medical Assistant – Clinical Procedures

Semester 4
Management Principles for Health Professionals
Medical Assistant Clinical Seminar and Externship
General Psychology or Principles of Sociology
Ethics in Health Care

In keeping with the mission, values and traditions of Trocaire College, all students **must complete at least one (1) Mercy Action Project learning experience prior to graduation.** MAP is a tuition-free, non-credit, value-added, co-curricular learning experience that provides service opportunities that integrate the College's mission through an action-reflection approach connecting service to your career path.

Immunizations/Physicals: Updated medical records from within one year of the start of the program are required and are to be submitted prior to the start of the semester.

Technical standards for the profession can be found on the College's website and should be reviewed by all interested students: <https://trocaire.edu/program-technical-standards/>
 Cardiopulmonary Resuscitation (CPR) certificate is required prior to clinical experiences.