

Duration: 12 Months (3 Semesters)	Total Credits: 36 SCH	Delivery: Blended (Online/On-Campus)	Clinical Externship: 160 Hours
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1. Executive Summary and Institutional Rationale

The University of Justice, traditionally recognized for its rigorous contributions to legal, forensic, and public safety education, extends its institutional mission through the establishment of the 12-Month Medical Assistant Certificate Program. Modern legal, correctional, and forensic healthcare systems face a critical shortage of versatile, clinically competent, and legally literate medical support professionals.

This program bridges the gap between clinical medicine and administrative/legal compliance. Designed for high-speed entry into the workforce, the curriculum equips students with foundational clinical skills, diagnostic proficiencies, phlebotomy, pharmacology, medical law, and healthcare administration. Graduates are strategically prepared to sit for national certification examinations and enter clinical environments ranging from private practices and hospitals to correctional health facilities and forensic medical examiner offices.

2. Program Learning Outcomes (PLOs)

- **Demonstrate Clinical Competency:** Perform clinical procedures safely and accurately, including vital signs, phlebotomy, electrocardiography (ECG), injection administration, and minor surgical assistance.
- **Execute Administrative Operations:** Manage electronic health records (EHR), medical billing and coding, medical office reception, scheduling, and health insurance claim processing.
- **Apply Medical Law and Ethics:** Navigate HIPAA regulations, patient privacy laws, informed consent, and medical liability within both standard ambulatory and forensic/correctional healthcare settings.
- **Practice Infection Control:** Implement OSHA and CDC standards for asepsis, sterilization, and universal precautions.
- **Communicate Effectively:** Demonstrate professional, culturally competent therapeutic communication with patients, families, and multidisciplinary healthcare teams.

3. Admissions Requirements

- **Educational Background:** High School Diploma or GED equivalent with a minimum cumulative GPA of 2.0.
- **Prerequisites:** Successful completion of high school Biology or an introductory college-level human anatomy/physiology course (or passing score on the institutional placement assessment).
- **Background Clearance:** Due to placement requirements in clinical, correctional, and forensic facilities, applicants must pass a comprehensive criminal background check and 10-panel drug screening upon provisional acceptance.
- **Immunization Verification:** Proof of up-to-date immunizations, including Hepatitis B, MMR, Varicella, Tdap, and an annual PPD (Tuberculosis) skin test or chest X-ray.

4. Comprehensive 12-Month Curriculum Structure

The program is structured across three continuous semesters (Fall, Spring, Summer), blending intensive academic theory with hands-on laboratory work and a capstone clinical externship (Total: 36 Credit Hours).

SEMESTER 1: FOUNDATIONS OF HEALTHCARE AND ADMINISTRATION (12 CREDITS)

MA 101: Medical Terminology and Anatomy	3 Credits
Comprehensive study of medical roots, prefixes, suffixes, and body systems (integumentary, skeletal, muscular, nervous, and endocrine) with an emphasis on clinical spelling, pronunciation, and pathology.	
MA 103: Medical Office Administration and EHR	3 Credits
Introduction to the front office. Covers patient scheduling, telephone triage, medical record management, and extensive hands-on training using industry-standard Electronic Health Record (EHR) software.	
MA 105: Medical Law, Ethics, and Compliance	3 Credits
Exploration of medico-legal principles, scope of practice, negligence, malpractice, HIPAA, and documentation standards. Features a special module on legal frameworks within correctional and forensic healthcare environments.	
MA 107: Clinical Procedures I - Vital Signs and Asepsis	3 Credits
Theory and practical application of patient intake, anthropometric measurements, vital signs, medical asepsis, sterilization techniques, and assisting with physical examinations.	

SEMESTER 2: CLINICAL COMPETENCIES AND PHARMACOLOGY (15 CREDITS)

MA 201: Pharmacology and Administration of Medications	3 Credits
Study of drug classifications, calculations, dosages, routes of administration, and safety protocols. Includes hands-on training in oral, sublingual, topical, and parenteral (intradermal, subcutaneous, intramuscular) administration.	
MA 203: Clinical Procedures II - Diagnostics and Lab Work	4 Credits
Advanced clinical skills training covering phlebotomy (venipuncture and capillary puncture), specimen collection, urinalysis, point-of-care testing (POCT), and 12-lead electrocardiography (ECG).	
MA 205: Clinical Procedures III - Specialties and Minor Surgery	4 Credits
Preparation for specialized medical fields (pediatrics, geriatrics, obstetrics/gynecology, cardiology, and orthopedics). Training in setting up sterile fields, assisting physicians with minor office surgeries, and wound care management.	
MA 207: Pathophysiology and Pharmacology for Clinical Practice	4 Credits
Examination of common disease processes across major body systems, their clinical manifestations, diagnostic tests, and pharmacological management.	

SEMESTER 3: PROFESSIONAL DEVELOPMENT AND EXTERNSHIP (9 CREDITS)

MA 301: Medical Billing, Coding, and Insurance	3 Credits
Comprehensive instruction in procedural (CPT) and diagnostic (ICD-10-CM) coding. Overview of managed care plans, Medicare/Medicaid, private insurance claims processing, and revenue cycle management.	
MA 303: Seminar in Professional Practice and Certification Prep	2 Credits
Review of administrative and clinical competencies in preparation for national certification exams. Focuses on resume building, interview techniques, professional deportment, and workplace safety (OSHA/BLS/CPR certification).	
MA 305: Clinical Externship (160 Contact Hours)	4 Credits
Supervised, hands-on professional placement in an ambulatory care clinic, hospital network, urgent care center, or institutional healthcare facility. Students apply theoretical and technical knowledge in real-world patient care environments under the supervision of licensed preceptors and university faculty.	

5. Tuition and Comprehensive Cost Structure

The University of Justice maintains a transparent, flat-rate pricing model designed to cover tuition, standard lab materials, and institutional fees.

Direct Institutional Costs (Billed Directly)

Expense Category	Cost (USD)	Description
Tuition (\$450 / credit × 36 credits)	\$16,200.00	Covers all 36 didactic, laboratory, and externship credits.
Institutional Program Fee	\$1,200.00	Includes student services, library access, technology fees, and LMS infrastructure.
Laboratory and Supplies Fee	\$850.00	Covers consumable medical supplies (syringes, PPE, blood collection tubes, ECG paper, testing kits).
Technology and EHR License Fee	\$300.00	Access to simulated Electronic Health Record software and online testing platforms.
Total Direct Institutional Costs	\$18,550.00	Total billed directly by the University of Justice.

Estimated Indirect Expenses (Out-of-Pocket / Third-Party)

Note: These items are not billed by the university but are required for program participation.

Expense Item	Estimated Cost (USD)	Notes
Textbooks and Digital Resources	\$450.00	Required bundles (Anatomy, Clinical Procedures, Coding Manuals).
Uniforms and Equipment	\$250.00	Designated scrubs, closed-toe clinical shoes, blood pressure cuff, stethoscope, watch with second hand.
Background Check & Drug Screen	\$120.00	Mandatory for clinical/externship clearance.
Immunizations / Physical Exam	\$200.00 – \$400.00	Dependent on personal health insurance coverage.
National Certification Exam Fee	\$125.00 – \$160.00	Varies by certifying body (e.g., AAMA, AMT, NHA).
Total Estimated Indirect Costs	\$1,145.00 – \$1,345.00	Estimated out-of-pocket expenses.

GRAND TOTAL ESTIMATED PROGRAM INVESTMENT: \$19,695.00 – \$19,895.00

6. Financial Aid and Payment Options

To ensure accessibility, the University of Justice offers several financial support mechanisms for the Medical Assistant Certificate Program:

- **Institutional Payment Plans:** Students may enroll in an interest-free monthly installment plan spread across the 12-month duration of the program (requiring an initial deposit upon registration).
- **Workforce Development Grants:** The program qualifies for various state and federal workforce development funding streams (such as WIOA - Workforce Innovation and Opportunity Act), depending on geographic location and applicant eligibility.
- **Veterans' Benefits:** Approved for GI Bill® and military education benefits through the Department of Veterans Affairs.
- **Private Student Loans:** Partnership options with accredited private lenders specializing in short-term allied health certificate financing.

7. Professional Certification Pathway

Upon successful graduation from the University of Justice Medical Assistant Certificate Program, students are immediately eligible to sit for nationally recognized certification examinations, including:

- **CMA (AAMA):** Certified Medical Assistant through the American Association of Medical Assistants.
- **RMA (AMT):** Registered Medical Assistant through American Medical Technologists.
- **CCMA (NHA):** Certified Clinical Medical Assistant through the National Healthcareer Association.
- **NCMA (NCCT):** National Certified Medical Assistant through the National Center for Competency Testing.

Holding a national certification substantially enhances employability, wage potential, and career mobility within the modern healthcare sector.