CERTIFIED MEDICAL ASSISTANT

BSC BISMARCK STATE COLLEGE | **North Dakota's Polytechnic Institution**
Continuing Education & TrainND SW

What is a Certified Medical Assistant?

A Medical Assistant is a health professional that performs routine administrative and clinical tasks in a variety of offices and clinics of physicians and nurse practitioners, urgent care centers, hospitals, labs, insurance and billing companies, and government agencies. The Medical Assistant field is one of the most versatile health occupations in today's healthcare environment. Medical Assistants perform administrative tasks such as managing business affairs of the practice, scheduling appointments, medical reception, billing, and acts as a patient advocate and navigator. Medical Assistants also assist the provider in performing clinical skills of patient documentation, procedure preparation, diagnostic testing, collecting specimens, pharmacology management, and basic first aid. With this course you will learn the professional characteristics and knowledge required of a Medical Assistant.

Course Outcomes

Students will have an understanding of the following:

- The Medical Assistant Role
- Anatomy and Physiology of the Human Body
- Business Communications
- Patient's Records
- Medical Insurance and Coding
- The Revenue Cycle
- Preparing for Clinical Procedures
- Assisting with Examinations
- Laboratory Procedures
- Cardiology and Radiology Procedures
- Medication Administration Procedures
- Communication Skills
- Legal and Ethical Issues
- Minor Surgical Procedures
- First Aid and Emergencies
- Rehabilitation and Health Living

Class Starts August 25

In Person
National Energy Center of Excellence
1200 Schafer Street, Room 107, Bismarck
Phone: (701) 224-5600 or (877) 846-9387

Mail
BSC Continuing Education & TrainND
PO Box 5587, Bismarck, ND 58506-5587

Online
bismarckstate.edu/medicalassistant

Successful completion will result in a Bismarck State College Certificate of Completion. Some job openings require certification – they are referring to National Certification described below.

Upon successful completion of the course, students will be eligible to register and complete the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing via Route 1A or 1B if the following requirements are met in total:

- Route 1A and 1B Requirements:
  - High school graduate or equivalent
  - Exam fee of $119.00
- Route 1A (Current Student) Requirements:
  - Current students in a Medical Assistant program from a NCCT-authorized school must submit a copy of a Medical Assistant diploma, certificate of completion, or signed official transcript with graduation date to obtain full accreditation.
  - All required documents must be submitted within two years after successful program completion in order for the certification to be released.
- Route 1B (Graduate) Requirements:
  - Graduates of a Medical Assistant program from a ACCT-authorized school within the past five years, must submit a copy of a Medical Assistant diploma, certificate of completion, or transcript with graduation date.
- Applicants should not apply until after successful completion of the structured program.

Course Commitment

The Certified Medical Assistant course is a 25-week hybrid course to include 144 hours of online theory, 40 hours of lab, and 40 hours of clinical within a facility. To be successful students should expect to spend up to 10 hours per week learning the theory, participating in discussions and completing assignments.

Attendance for lab and clinical is mandatory. Class attendance is an essential part of the educational process of this training. Students may be dropped if attendance requirements are not met; missing more than eight hours of lab or clinical will result in a student being dropped from the class regardless of the reason. Students are required to access the online class during the first week and will be required to take, and pass, chapter exams after each subject is covered.

Fall 2025 Course Dates
Online Theory (144 hours): August 25 - March 7, 2026
Lab (40 hours, or five eight-hour days): December 6, January 10, January 24, February 7, February 14
Clinical (40 hours): February 15 - 21 or February 22 - 28

Lab dates are subject to minor adjustments and will be held on the BSC Campus or at the Bakken Area Skills Center (BASC). New coursework will not be released between December 14 and January 3. A minimum enrollment at the BASC is required.

Course Cost
$3,495 tuition includes online access, e-book, and lab supplies. A non-refundable deposit of $500 is required to reserve a seat. The remaining tuition amount is due 10 business days before the course start date. Lodging and travel expenses are the financial responsibility of the student.

The Certified Medical Assistant course is a short-term, non-credit program; therefore, TrainND Southwest does not offer financial aid or tuition assistance. Students may qualify for funding from state and federal agencies. Go to bismarckstate.edu/medicalassistant to learn more.

Refund Policy
A $500 deposit paid upon registration is required to reserve a seat and is non-refundable. Students must contact the BSC Continuing Education office at least 10 business days prior to the course start date to request a refund on the remaining paid balance. If a student cancels less than 10 business days prior to the start of the course, the entire fee is forfeited. Full refunds are guaranteed if BSC Continuing Education cancels a course. Once the online class has been accessed, the entire registration fee is forfeited.

Student Requirements
The essential requirements below must be met or completed within the deadlines indicated.
- Must be at least 18 years old prior to the course start
- For ESL students entering the program it is highly recommended to take an English assessment exam prior to registration. To register to take the exam, contact the BSC Testing Services Coordinator at (701) 224-5658.
- Computer or tablet for online learning
- Mandatory attendance for lab and clinical
- The ability to lift a minimum of 50 pounds
- 40-hour lab practice and 40-hour clinical rotation with minimal rest periods
- Students must have a passing grade in theory/lab before they can attend clinical
- A valid ND Certified Nursing Assistant license is strongly recommended.
- Proof of immunizations and a criminal background check with results are required to be provided 10 business days prior to the start of the clinical experience:
  - COVID-19 vaccination status must be disclosed due to federal reporting requirements of clinical facilities. Vaccination is optional, however, it MAY be required based on clinical facility placement. If required:
    - Proof of an approved one-dose or two-dose COVID-19 vaccination that includes a record of vaccine, the date of vaccine administration, lot number, and location of where the vaccine was administered.
  - Varicella (Chickenpox)
    - Immunity via childhood disease must be medically documented
    - Positive titer results may be accepted
  - Measles, Mumps, Rubella
    - If born before 1957, 1 MMR dose
    - If born in 1957 or later, 2 MMR doses
    - Positive titer results may be accepted

Student Requirements (continued)
  - Tuberculosis (one of the following):
    - Two skin tests over a period of one to three weeks, but at least seven days apart and performed within three months of the start of the clinical experience
    - One negative documented test within the last 12 months of the start of the clinical experience and one additional documented test within three months of the start of the clinical experience
    - A negative Quantiferon or T-Spot blood test with lab report
  - Influenza
  - Hepatitis B Series (optional with a signed waiver)
  - A Criminal history record check according to NDAC Article 54-07-02.1

Students will be required to adhere to the policies of the facility where placed for their clinical. These are not BSC requirements, but requirements of the facility. Clinical affiliation policies will be shared with you by your instructor and should be referred to for additional details and exemption allowances. BSC cannot guarantee an exemption request will be granted. Exemption requests must be inquired upon and are subject to review and approval by the facility. TB testing, seasonal flu and COVID-19 vaccinations are provided by Bismarck-Burleigh Public Health or the UND Center for Family Medicine.

Temporary or permanent conditions limiting the ability to perform the essential student requirements must be communicated to the program manager.

Registration Requirements
- Complete an application (available at bismarckstate.edu/medicalassistant) and submit it in person at Bismarck State College National Energy Center of Excellence, 1200 Schafer Street, Room 107 or by email through our secure portal: https://sendfiles.ndus.edu/filedrop/BSC-ContinuingEducation
- Remit a non-refundable $500 deposit to hold a seat either in person or by calling (701) 224-5600 (must accompany the completed application)
- Upon receipt of the application form and deposit, students will receive an email from bsc.training@bismarckstate.edu detailing how to create an online account with CastleBranch to upload the proof of immunizations and to initiate the criminal background check.
- The remaining tuition, less the deposit, is due 10 business days prior to course start date
- *Registration closes Friday, August 8, 2025*

Failure to complete registration requirements will delay access to the course.

UAP Registry requirement is due prior to the clinical start.

Current ND UAP Registry must include a federal background check. Initial applicants must submit:
- A Unlicensed Assistive Person Application
- A Criminal History Record Check (and associated fees) according to Chapter 54-07-02.1
- A Non-refundable $60.00 fee to the ND Board of Nursing
- A Verification of Enrollment Form if applying as a student technician (BSC will provide to ND BON)
- This is a pass / fail requirement.

Veterans Priority
Because this program receives funding from the U.S. Department of Labor, veterans and eligible spouses receive priority of service over non-covered persons. (20 CFR 1010)