



Information Packet

Medical Assistant Certificate Program

Program Start: [January & August](#)

University of Providence
Medical Assistant Certificate Program
1301 20th Street South
Great Falls, MT 59405

Phone: 406-791-5258
Email: healthprograms@uprovidence.edu

Medical Assistant Certificate Program

PROGRAM INFORMATION

The University of Providence Medical Assistant Certificate Program is designed for completion in 10 months or three consecutive semesters. Following a required face-to-face program orientation, students complete all required medical assistant coursework delivered online and in a learning classroom. The final course is 160 internship hours in a medical clinic to allow students an opportunity to apply their new skills and knowledge in a patient care setting.

Medical Assistant Certificate Program Courses	Credits
Anatomy, Physiology & Pharmacology	3
Healthcare Ethics, Legal Issues & Infection Prevention	3
Food & Nutrition for Clinicians	3
Administrative Practices & Finance	3
Internship (160 clinical hours)	3

This program uses a cohort model, allowing students to move through each course with the same group of students.

FACE-TO-FACE ORIENTATION

All students will be required to attend a face-to-face orientation day at the beginning of the program. The literature demonstrates that successful on-line programs with high graduation rates require an initial face-to-face orientation. The one-day orientation helps to build a student community, introduction to the university and program coursework.

APPLICATION REQUIREMENTS

- University Program Application that includes a brief essay (one page)
- Submit proof of High School diploma or GED (must send official transcript to the university)

ADMISSION REQUIREMENTS

- Minimum of 2.7 GPA
- Upon acceptance into the program, applicants will receive a link to CastleBranch where they will pay \$129 to complete the following required items:
 - Background Check (must be completed prior to first day of class)
 - Drug Screening (must be completed prior to first day of class)
 - Immunizations (TB, PPD, MMRV, TDAP, HEP B)
 - Proof of CPR certification

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All students must complete and pass the background check and drug screening prior to entering the program. All students must also provide proof of CPR certification prior to entering the program. Students may complete any outstanding immunizations up until the second course of the program. All documentation is to be submitted directly to Castle Branch. Students may not submit documentation directly to the university.

For PSJH and Partner Organization Caregivers: The background check and drug screen will be waived for you as long as you do not have a break in your academic program (i.e. take a semester off) and you stay employed with PSJH and partner organizations.

Caregivers are still required to submit proof of immunizations and CPR Certification to CastleBranch. Proof of immunizations can include 1) already documented immunizations that you upload to CastleBranch 2) Complete your immunizations through your local employee health department that you upload to CastelBranch 3) complete the immunizations using CastleBranch documents/local lab.

PROGRAM APPLICATION

- Visit the UP website at www.uprovidence.edu
- Click on the **orange Apply box**
- Select the **Certificate Program Application**
- Click on Create Account

PERSONAL ESSAY QUESTIONS

Applicants are required to answer two essay questions for their online application and attach it as a supplemental item.

Essay questions:

First Question:

In 1-2 paragraphs, please explain why you are interested in applying to the Medical Assistant program at the University of Providence.

Second Question:

In 1-2 paragraphs, please explain how this certificate program will help you achieve your professional goals.

All essay questions are read and ranked using a rubric. To achieve a high score on the essay questions, students are highly encouraged to write a complete answer (1-2 paragraphs per question) that is no longer than one page in total length for both questions. Your writing (spelling, grammar, punctuality, etc.) and content will be graded/ranked against the rubric.

FINANCIAL AID

Financial aid is not available for this program.

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