

Medical Assisting (A45400, D45400)

Craven Community College's Medical Assisting programs are designed to prepare multi-skilled professionals to perform administrative, clinical and laboratory procedures. A selective admissions program, the Medical Assisting program begins once a year in the fall semester. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration and ethical/legal issues associated with patient care.

Craven's Medical Assisting Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([CAAHEP](#)) upon recommendation of the Medical Assisting Education Review Board (MAERB). Only graduates of medical assisting programs accredited by CAAHEP or the Accrediting Bureau of Health Education Schools ([ABHES](#)) are eligible to take the CMA (AAMA) Certification Exam. The National Board of Medical Examiners ([NBME](#)), responsible for many national examinations for physicians, including the United States Medical Licensing Examination (USMLE), constructs and administers the CMA Certification Exam. As a result, the reliability and validity of the CMA (AAMA) credential are of the highest order.

Graduates of Craven's Medical Assisting program are eligible to sit for national certification through the American Association of Medical Assistants ([AAMA](#)) to become a Certified Medical Assistant (CMA), for certification through American Medical Technologists ([AMT](#)) as a Registered Medical Assistant (RMA), and for certification through the National Health Career Association ([NHA](#)) as a CCMA. For information about other certifications that graduates may be eligible for, please visit the following website: <https://www.caahep.org/Students/Program-Info/Medical-Assisting.aspx>

Licensing

Medical assistants typically are not required to hold licensure or certification. However, employers generally prefer to hire medical assistants who are certified.

Although you can lawfully work as a Medical Assistant in North Carolina with no certification, to be competitive in the job market nearly all Medical Assistants are certified because many employers typically demand a certificate. The American Medical Association (AMA) acknowledges 2 certifications for medical assistants, the **Certified Medical Assistant (CMA)** and the **Registered Medical Assistant (RMA)**. Obtaining one of these certifications will considerably increase your work possibilities and compensation.

For a compendium of state laws regulating medical assistants, visit the following website: <https://www.americanmedtech.org/Portals/0/PDF/Be%20Involved/Compendium%20of%20State%20Laws%20for%20MA%20Practice.pdf>

For a database of state scope of practice/delegable duties laws for medical assistants, visit the following website: <https://www.aama-ntl.org/employers/state-scope-of-practice-laws>.

A list of licensing/regulatory contacts relative to the practice of medical assisting follows. Note that whereas the majority of states do not regulate the practice of medical assisting, those that do impose certification/licensure requirements are so noted.

State Boards of Medical Assisting Contacts

Alabama

Alabama Board of Medical Examiners
848 Washington Avenue
Montgomery AL 36104
Website: <https://www.albme.org>
Phone: (334) 242-4116
Email: <https://www.albme.gov/contact/>

Alaska

Alaska Department of Health and Social Services
3601 C Street, Suite 902
Anchorage, Alaska 99503-5923
Website: <http://dhss.alaska.gov/default.htm?aspxerrorpath=/Pages/default.aspx>
Phone: (907) 269-7800
Email: adam.crum@alaska.gov

Arizona

Arizona Medical Board
1740 W Adams, Suite 4000
Phoenix, AZ 85007
Website: <https://www.azmd.gov/>
Phone: (480) 551-2700
Email: <https://www.azpa.gov/Misc/ContactUSEmail?board=PA&contactType=0>

Arkansas

Arkansas State Medical Board
1401 West Capitol Avenue, Suite 340
Little Rock, AR 72201-2936
Website: <https://www.armedicalboard.org/>
Phone: (501) 296-1802
Email: support@armedicalboard.org

California

The Medical Board of California
2005 Evergreen Street, Suite 1200
Sacramento, CA 95815
Website: <https://www.mbc.ca.gov/>
Phone: (916) 263-2382
Email: webmaster@mbc.ca.gov

Colorado

Colorado Division of Professions and Occupations - Medical
1560 Broadway, Suite 1350
Denver, CO 80202
Website: <https://dpo.colorado.gov/Medical>
Phone: 303-894-7800
Email: dora_dpo_licensing@state.co.us

Connecticut

Connecticut State Department of Public Health
410 Capitol Ave.
Hartford, CT 06134
Website: <https://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/Medicalassistant/Medical-Assistant-Information>
Phone: 860-509-8000
Email: ask.dph@ct.gov

Delaware

Delaware Division of Professional Regulation
Cannon Building, Suite 203
861 Silver Lake Blvd.
Dover, Delaware 19904
Website: <https://dpr.delaware.gov/boards/medicalpractice/>
Phone: (302) 744-4500
Email: customerservice.dpr@delaware.gov

District of Columbia

District of Columbia Department of Health
899 North Capitol Street, NE
Washington DC 20002
Website: <https://dchealth.dc.gov/service/health-professionals>
Phone: (202) 442-5955
Email: doh@dc.gov

Florida

Florida Department of Health
2585 Merchants Row Blvd
Tallahassee, FL 32301
Website: <http://www.floridahealth.gov/licensing-and-regulation/index.html>
Phone: (850) 245-4444
Email: MedicalQualityAssurance@flhealth.gov

Georgia

Georgia Composite Medical Board
2 Peachtree Street, NW, 6th Floor
Atlanta, GA 30303-3465
Website: <https://medicalboard.georgia.gov/about-us>
Phone: (404) 656-3913
Email: medbd@dch.ga.gov

Hawaii

Hawaii Professional & Vocational Licensing Division (PVL)
King Kalakaua Building
335 Merchant Street
Honolulu, Hawaii 96813
Website: <http://cca.hawaii.gov/pvl/>
Phone: (808)-586-3000
Email: pvl@dcca.hawaii.gov

Idaho

Idaho Board of Medicine
PO Box 83720
Boise, Idaho 83720-0058
Website: <https://elitepublic.bom.idaho.gov/IBOMPortal/Home.aspx>
Phone: (208)-327-7000
Email: info@bom.idaho.gov

Illinois

Illinois Department of Financial and Professional Regulation
100 West Randolph, 9th Floor
Chicago, IL 60601
Website: <https://www.idfpr.com/>
Phone: (888) 473-4858
Email: <https://www.idfpr.com/profs/Email/prfGrp05.asp>

Indiana

Indiana Professional Licensing Agency
402 W Washington St
Indianapolis, IN 46204
Website: <https://secure.in.gov/pla/professions/>
Phone: (317) 232-2960
Email: <https://faqs.in.gov/hc/en-us/requests/new>

Iowa

Iowa Department of Public Health - Iowa Board of Nursing
Lucas State Office Building
321 E. 12th Street - Des Moines, IA 50319-0075
Website: <https://idph.iowa.gov/Licensing>
Phone: (515) 281-7689
Email: <https://idph.iowa.gov/Contact-Us>

Kansas

Kansas State Board of Healing Arts
800 SW Jackson, Lower Level - Suite A
Topeka, KS 66612
Website: <http://www.ksbha.org/formpages/licensureforms.shtml>
Phone: (785) 296-7413
Email: KSBHA_Licensing@ks.gov

Kentucky

Kentucky Board of Medical Licensure
310 Whittington Parkway
Suite 1B
Louisville, KY 40222
Website: <https://kbml.ky.gov/Pages/index.aspx>
Phone: (502) 429-7150
Email: <https://kbml.ky.gov/Pages/contact.aspx>

Louisiana

Louisiana State Board of Medical Examiners
630 Camp Street
New Orleans, LA 70130
Website: <http://www.lsbme.la.gov/>
Phone: (504) 568-6820
Email: licensing@lsbme.la.gov

Maine

Maine Board of Licensure in Medicine
161 Capitol Street
137 State House Station
Augusta, Maine 04333-0137
Website: <https://www.maine.gov/md/licensure>
Phone: (207) 287-3601
Email: tracy.a.morrison@maine.gov (Licensure Specialist - Last Name A-L) or
Elena.I.Crowley@maine.gov (Licensure Specialist - Last Name M-Z)

Maryland

Maryland Board of Physicians
4201 Patterson Avenue
Baltimore, Maryland 21215
Website: <https://www.mbp.state.md.us/licensure.aspx>
Phone: (800) 492-6836
Email: <https://www.mbp.state.md.us/contact.aspx>

Massachusetts

Massachusetts Executive Office of Health and Human Services
1 Ashburton Place
Boston, MA 02108
Website: <https://www.mass.gov/orgs/executive-office-of-health-and-human-services>
Phone: (617) 573-1600
Email: <https://www.mass.gov/forms/executive-office-of-health-and-human-services-contact-form>

Michigan

Michigan Department of Licensing and Regulatory Affairs (LARA)

Ottawa Building

611 W. Ottawa

P.O. Box 30004

Lansing, MI 48909

Website: https://www.michigan.gov/lara/0,4601,7-154-89334_72600_72603---,00.html

Phone: (517) 335-9700

Email <https://notetolara.apps.lara.state.mi.us/>

Minnesota

Board of Medical Practice

2829 University Avenue SE, Suite 500

Minneapolis, MN 55414-3246

Website: <https://mn.gov/boards/medical-practice/licensing/applicants/forms/>

Phone: (612) 617-2130

Email: Medical.Board@state.mn.us

Mississippi

Mississippi State Board of Medical Licensure

1867 Crane Ridge Drive

Suite 200-B

Jackson, MS 39216

Website: <https://www.msbml.ms.gov/>

Phone: (601) 987-3079

Email: <https://www.msbml.ms.gov/Contact>

Missouri

Missouri Division of Professional Registration

Board of Registration for the Healing Arts

3605 Missouri Boulevard

P.O. Box 4

Jefferson City, MO 65102

Website: <https://www.pr.mo.gov/healingarts.asp>

Phone: (573) 751-0098

Email: healingarts@pr.mo.gov

Montana

Montana Board of Medical Examiners

PO Box 200513

Helena, MT 59620-0513

Website: dlibsdhhelp@mt.gov

Phone: (406) 444-6880

Email: dlibsdhhelp@mt.gov

Nebraska

Nebraska Department of Health and Human Services
Licensure Unit
PO Box 94986
Lincoln NE 68509-4986
Website: <https://dhhs.ne.gov/Pages/default.aspx#>
Phone: (402) 471-2115
Email: DHHS.LicensureUnit@nebraska.gov

Nevada

Nevada State Board of Medical Examiners
9600 Gateway Drive
Reno, NV 89521
Website: <https://medboard.nv.gov/>
Phone: (775) 688-2559
Email: nsbme@medboard.nv.gov

New Hampshire

Office of Professional Licensure and Certification
Board of Registration for Medical Technicians
7 Eagle Square
Concord, NH 03301
Website: <https://www.oplc.nh.gov/board-registration-medical-technicians>
Phone: (603) 271-8380
Email: medtechnicians@oplc.nh.gov

New Jersey

New Jersey Division of Consumer Affairs
State Board of Medical Examiners
P.O. Box 183
Trenton, NJ 08625
Website: <https://www.njconsumeraffairs.gov/bme>
Phone: (609) 826-7100
Email: <https://www.njconsumeraffairs.gov/bme/Pages/contactus.aspx>

Additional Information: Unlike many other states, New Jersey has strict guidelines over medical assisting and requires graduation from an accredited CAAHEP or ABHES MA program and earning a national certification of CMA or RMA.

New Mexico

New Mexico Medical Board
2055 S. Pacheco St.
Building 400
Santa Fe, NM 87505
Website: <https://www.nmmb.state.nm.us/licensing.html>
Phone: (505) 476-7220
Email: nmbme@state.nm.us

New York

New York State Office of the Professions
State Board for Medicine
89 Washington Avenue
Albany, New York 12234-1000
Website: <http://www.op.nysed.gov/prof/med/#>
Phone: (518) 474-3817
Email: <http://www.op.nysed.gov/prof/>

North Carolina

North Carolina Medical Board
PO Box 20007
Raleigh, NC 27619-0007
Website: <https://www.ncmedboard.org/>
Phone: (800) 253-9653
Email: www.ncmedboard.org/contact

North Dakota

North Dakota Board of Medicine
4204 Boulder Ridge Rd
Bismarck, ND 58503-6162
Website: <https://www.ndbom.org/practitioners/>
Phone: (701) 450-4060
Email: www.ndbom.org/contact/index.asp

Ohio

State Medical Board of Ohio
30 E. Broad Street, 3rd Floor
Columbus, OH 43215
Website: <https://med.ohio.gov/>
Phone: (614) 466-3934
Email: contact@med.ohio.gov

Oklahoma

Oklahoma State Board of Medical Licensure and Supervision
101 NE 51st St.
Oklahoma City, OK 73105-1821
Website: <https://www.okmedicalboard.org/>
Phone: (405) 962-1400
Email: supportservices@okmedicalboard.org

Oregon

Oregon Medical Board
1500 SW 1st Ave., Suite 620
Portland, OR 97201-5847
Website: <https://www.oregon.gov/omb/Pages/default.aspx>
Phone: (971) 673-2700
Email: info@omb.oregon.gov

Pennsylvania

Pennsylvania State Board of Medicine

P.O. Box 2649

Harrisburg, PA 17105-2649

Website: <https://www.dos.pa.gov/ProfessionalLicensing/Pages/default.aspx>

Phone: (717) 783-1400

Email: ST-MEDICINE@PA.GOV

Rhode Island

Department of Health

3 Capitol Hill

Providence, RI 02908

Website: <https://health.ri.gov/licenses/>

Phone: (401) 222-5960

Email: <https://health.ri.gov/contact/>

South Carolina

Department of Labor, Licensing and Regulation

Synergy Business Park; Kingstree Building

110 Centerview Dr.

Columbia, SC 29210

Website: <https://www.llr.sc.gov/nurse/>

Phone: (803) 896-4300

Email: NURSEBOARD@llr.sc.gov

South Dakota

SD Board of Medical and Osteopathic Examiners

101 N. Main Avenue, Suite 301

Sioux Falls, SD 57104

Website: <http://www.sdbmoe.gov/>

Phone: (605) 367-7781

Email: SDBMOE@state.sd.us

SD Dept. of Health - Board of Nursing

4305 S. Louise Ave., Suite 201

Website: <https://doh.sd.gov/boards/nursing/>

Additional Information: South Dakota medical assistants are under the joint regulatory control of the South Dakota Board of Medical Examiners and the South Dakota Board of Nursing. Medical assistants must register with the South Dakota Board of Medical and Osteopathic Examiners.

Tennessee

Tennessee Department of Health

710 James Robertson Parkway

Nashville, TN 37243

Website: <https://www.tn.gov/health/health-professionals.html>

Phone: (615) 532-4384

Email: tn.health@tn.gov

Texas

Texas Medical Board
P.O. Box 2018
Austin, TX 78768-2018
Website: <https://www.tmb.state.tx.us/>
Phone: (512) 305-7030
Email: screen-cic@tmb.state.tx.us

Utah

Division of Occupational and Professional Licensing
PO Box 146741
Salt Lake City, UT 84111-6741
Website: <https://dopl.utah.gov/nurse/>
Phone: (801) 530-6628
Email: jbusjahn@utah.gov (Jeff Busjahn) or doplweb@utah.gov

Vermont

Vermont Department of Health - Board of Medical Practice
108 Cherry Street
Burlington, VT 05402
Website: <https://www.healthvermont.gov/systems/medical-practice-board>
Phone: (802) 863-7200
Email: www.healthvermont.gov/about/contact

Virginia

Virginia Board of Medicine
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico, VA 23233-1463
Website: <http://www.dhp.virginia.gov/Boards/Medicine/>
Phone: (804) 367-4400
Email: bhp@dhp.virginia.gov

Washington

State Department of Health
101 Israel Rd SE,
Tumwater, WA 98501
Website: <https://www.doh.wa.gov/LicensesPermitsandCertificates/ProfessionsNewReneworUpdate/MedicalAssistant/LicenseRequirements/CertifiedorInterim>
Phone: (360) 236-4700
Email: <https://www.doh.wa.gov/AboutUs/ContactUs>

Additional Information: Medical assistants in Washington state must be certified or registered by the Washington Department of Health, Medical Assisting Credentialing. Applicants must complete an apprenticeship or a training program accredited by the Accrediting Bureau of Health Education Schools (ABHES), and pass a certification examination. Certification in the state must be obtained within 5 years of passing the certification examination.

West Virginia

Board of Medicine

101 Dee Drive, Suite 103

Charleston WV 25311

Website: <https://wvrnboard.wv.gov/Pages/default.aspx>

Phone: (304) 558-2921, ext. 49873

Email: wvbom@wv.gov

Additional Information: Although West Virginia does not require medical assistants to be certified, it does require medical assistants to earn a state license. For more information, visit the following <http://www.aama-ntl.org/docs/default-source/legal/west-virginia-delegable-duties.pdf?sfvrsn=4>.

Wisconsin

Department of Health Services

1 West Wilson Street

Madison, WI 53703

Website: <https://www.dhs.wisconsin.gov/regulations/index.htm>

Phone: (608) 266-1865

Email: dhswebmaster@wisconsin.gov

Wyoming

Board of Medicine

130 Hobbs Avenue, Suite A

Cheyenne, WY 82002

Website: <http://wyomedboard.wyo.gov/>

Phone: (307) 778-7053

Email: wyomedboard@wyo.gov

Guam

Department of Public Health and Social Services

123 Chalan Kareta,

Mangilao, Guam 96913-6304

Website: <http://dphss.guam.gov/>

Phone: (671) 735-7404 thru 7411

Email: publichealth@dphss.guam.gov

Puerto Rico

Department of Health

Centro Médico Norte

10 Calle Casia

San Juan, PR 00921

Website: <http://www.salud.gov.pr/Pages/Home.aspx>

Phone: (787) 765-2929

Email: contactus@salud.pr.gov

Virgin Islands

Department of Health - Board of Medical Examiners

1303 Hospital Ground, Suite 10

St. Thomas, VI 00802

Website: <https://doh.vi.gov/programs/office-professional-licensure-and-health-planning>

Phone: (340) 774-9000

Email: <https://doh.vi.gov/contact-us>

Resources:

[Content Outline for the CMA \(AAMA\)® Certification Exam.](#)

<https://www.americanmedtech.org/Portals/0/PDF/Get%20Cert/RMA%20Self-Assessment.pdf>

https://www.nhanow.com/docs/default-source/pdfs/handbooks/candidate_handbook.pdf