

Medical Assistant

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Associate in Applied Science Degree (5 semesters)

Career Cluster: Health Science

At a Glance

Projected as one of the fastest growing healthcare professions in the 2008-2018 decade by the U.S. Department of Labor and Statistics, Medical Assistants are multi-skilled health professionals specifically educated to work in ambulatory setting performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

Program Description

The Medical Assistant curriculum covers administrative duties including scheduling and receiving patients, preparing and maintaining medical records, performing secretarial skills, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include preparing the patient for examination, taking patient histories and vital signs, performing first-aid and CPR, assisting the physician with examinations and treatments, performing routine laboratory procedures and diagnostic tests, preparing and administering medications as directed by the physician, and performing electrocardiograms and basic radiography.

The Wallace State Community College-Hanceville Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) (www.maerb.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756(727) 210-2350.

Graduates will be able to sit for the national certification examination for the Medical Assistant administered by the American Association of Medical Assistants Certification Board or the Registered Medical Assistant Examination administered by the American Medical Technologist. AAMA Disciplinary Standards state that if a person is found guilty of a felony or has pled guilty to a felony, the individual will be ineligible to sit for the Certification Examination. The certifying board may grant a waiver based upon mitigating circumstances. After successful completion of the exam, the individual will be a Certified Medical Assistant CMA (AAMA).

The Medical Assistant Program offers four alternatives for a student's completion of classes: (Note: Actual program completion time may vary).

1. Four Semesters, Non-integrated program: A student who has completed all general education courses may complete the MAT program courses in 4 semesters by taking 3 semesters of full time study. The last semester the student will perform the clinical rotation and any other MAT classes needed.
2. Two-year integrated program. A student may schedule general education classes while taking the major required courses. This alternative requires a minimum of 5 or 6 semesters to complete.
3. Part time Program: The student may choose to complete the program by attending part time. Progression will depend upon the number of classes taken each semester.

The Medical Assistant Program offers online/hybrid courses. Laboratory hours of all MAT classes must be completed on campus. Laboratory section assignments will be made based on space availability and may be day, afternoon, or evening. While lab section assignments are random, every effort will be made to avoid lab assignments that will conflict with other courses in which the student is enrolled. As a part of the program, students will be required to sit for a national credentialing examination.

Students should indicate on the program application, the option that they would like to choose to complete their degree.

Admission Requirements

Applicants Must:

1. Meet all the general admission requirements of WSCC.
2. Submit a WSCC application to the Admissions Office. Applications will be accepted until June 1 for Fall admission. Applications will be accepted until November 1 for Spring admission. Applications received after the deadline date will be considered on a space available basis.
3. Submit a program application to the Medical Assistant Program Director. Attach copies of transcripts from high school as well as official transcripts from other institutions attended.
4. Possess a minimum 2.0 GPA on a 4.0 scale.

5. Minimum score of 17 on the ACT, submitted and on file, to the Director of Admissions prior to the application deadline. It is the applicant's responsibility to verify with the Admissions Office that the ACT score has been received prior to the deadline.

Selection and Notification

1. The Medical Assistant Program admits two times per year.
2. Students are selected on the basis of completion of all program requirements prior to the deadline. If the number of qualified applicants exceeds the number of spaces available in the Medical Assistant program, the composite ACT score and cumulative GPA, equally weighted, will be used to rank applicants for admission.
3. Program applications will be reviewed for completion of program admission requirements. Written notification of the outcome of each application will be mailed to the student at the address provided on the application.
4. Students selected must respond, confirming acceptance within ten (10) days of the postmarked date of the acceptance letter and declare MAT as their program major. A student who fails to respond to their acceptance letter, and/or fails to declare MAT as their major may forfeit his/her place in the class. A signed consent to drug testing must accompany the acceptance confirmation.
5. Students selected for acceptance should attend the mandatory orientation session. Failure to do so may result in forfeiture of their space in the class.

Program Expectations

Students admitted into the Medical Assisting program are expected to comply with the Health Science Program Regulations and Expectations as published in the Programs of Study section of the Wallace State College Catalog.

Required Competencies

- a) Administrative competencies (perform clerical functions, perform bookkeeping procedures, process insurance claims)
- b) Clinical competencies (fundamental procedures, specimen collection, diagnostic testing, patient care)
- c) General competencies (professional communications, legal concepts, patient instruction, operational functions)

Upon Admission

- a) Medical Assistant students are required to submit an annual physical examination form, including proof of Hepatitis B and other vaccinations before they will be allowed into clinical facilities.
- b) Students are required to submit proof of current CPR certification before they will be allowed into clinical facilities. Only CPR courses that provide certification for health care providers will be accepted.
- c) Accident and liability insurance, available through the College, is required of all Medical Assistant students.
- d) Medical Assistant students are required to undergo Background Screening and Drug Testing according to Health Science Division policy.
- e) Medical Assisting students must comply with the Alabama Infected Health Care Worker Act.

Progression

Students must maintain a grade of "C" or better in all major required courses and the general required Math course to progress in the Medical Assisting courses.

Readmission to Program

Students who withdraw or are dismissed from the program must apply for re-admission. Students will be readmitted one time only.

Work Experience

College credit is not awarded for work experience in the healthcare field.

Completion Requirements

GENERAL REQUIRED COURSES

ORI 101* Orientation to College	1
ENG 101 English Composition I	3
SPH 106 or 107 Fundamentals of Oral Communication or Fundamentals of Public Speaking	3
BIO 103 Principles of Biology I	4
PSY 200 General Psychology	3
HUM Humanities and Fine Arts Elective	3
MTH 116 Mathematical Applications	3
CIS Computer Science Elective	3
	22-23

*See ORI 101 information on p. 20.

MAJOR REQUIRED COURSES

MAT 101 Medical Terminology or HIT 110 Medical Terminology	3
MAT 102 Medical Assisting Theory I	3
MAT 103 Medical Assisting Theory II	3
MAT 111 Clinical Procedures I for the Medical Assistant	3
MAT 120 Medical Administrative Procedures I	3
MAT 121 Medical Administrative Procedures II	3
MAT 125 Laboratory Procedures I for the Medical Assistant	3
MAT 128 Medical Law & Ethics for the Medical Assistant	3
MAT 200 Management of Office Emergencies	2
MAT 211 Clinical Procedures II for the Medical Assistant	3
MAT 215 Laboratory Procedures II for the Medical Assistant	3
MAT 216 Medical Pharmacology for the Medical Office	4

MAT 219 Radiology for the Medical Assistant	3
MAT 220 Medical Office Insurance	3
MAT 222 Medical Transcription I	2
MAT 229 Medical Assisting Preceptorship	3
HIT 120** Introduction to Keyboarding	1
	47-48
TOTAL HOURS	69-71

**HIT 120 may be waived in lieu of 35 WPM typing proficiency.

Career Path

The Medical Assistant curriculum prepares students to function as allied-health professionals in a physician's office or outpatient clinic. Other career opportunities include medical office management, administrative work in hospitals, insurance claims associate, teaching and research.

Medical assistants work primarily in outpatient settings, a rapidly growing sector of the health care industry. In view of the preference of many health care employers for trained personnel, job prospects should be best for medical assistants with formal training or experience, particularly for those with certification. Earnings vary, depending on experience, skill level, and location. Median annual earnings of medical assistants were \$28,710 in May 2008. (Source: U.S. Department of Labor Bureau of Labor Statistics).

The WSCC Medical Assisting Program courses will be accepted for transfer to Athens State and University of Alabama at Birmingham in the Bachelor Degree in Health Science. Please consult STARS transfer guide for the latest information.