Medical Assistant

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Associate in Applied Science Degree (5 semesters)
Career Cluster: Health Science

At a Glance
Employment of Medical Assistants is projected to grow 29% from 2012-2022, much faster than the average for all occupations, according to the U.S. Bureau of Labor 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, 1361Park Street, Clearwater, FL 33756 (727) 210-2350.

Goals and Objectives:
1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psycho motor (skills), and affective (behavior) learning domains.
2. To prepare the student to work in a physician’s office or medical clinic where they can successfully utilize administrative and clinical skills and techniques.
3. To teach the student to be professional at all times.
4. To teach the student in a manner that is applicable to “practical” work situations and encourage the development of critical thinking skills.
5. To teach the student appropriate knowledge and attitudes concerning the legal and ethical responsibilities of the profession.
6. To teach the student how to function as a valuable member of the health care team.
7. To encourage all students to sit for a nationally recognized credential such as the CMA (AAMA) or RMA.
8. To encourage continuing education so the student will be aware of continuous changes in the health care field.

The Medical Assistant Program offers three 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 and enters in spring 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 in fall and spring.
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
1. Administrative competencies (perform clerical
functions, perform bookkeeping procedures,
process insurance claims)
2. Clinical competencies (fundamental procedures,
specimen collection, diagnostic testing, patient
care)
3. General competencies (professional
communications, legal concepts, patient instruction,
operational functions). A complete list of
competencies is available in the MAT Student
Handbook.

Upon Admission
1. 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.
2. 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.
3. Accident and liability insurance, available through
the College, is required of all Medical Assistant
students.
4. Medical Assistant students are required to undergo
Background Screening and Drug Testing according
to Health Science Division policy.
5. Medical Assisting students must comply with the
Alabama Infected Health Care Worker Act.
6. Students are required to submit proof of personal
health insurance during the semester prior to
clinical practicum rotation and to maintain coverage
while performing their clinical rotation.

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.
Math must be completed prior to taking MAT 216,
Pharmacology for the Medical Office.
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.

Medical Assistant
1st Semester
MAT 128 Medical Law & Ethics for the Medical Assiat. 3
MAT 102 Medical Assisting Theory I 3
MAT 120 Medical Administrative Procedures I 3
ORI 110 Freshman Seminar 1
ENG 101 English Composition I 3
BIO 103 Principles of Biology I 4
Total 17

2nd Semester
MAT 111 Clinical Procedures I for the Medical Assistant 3
MAT 121 Medical Administrative Procedures II 3
MAT 125 Laboratory Procedures I for the Medical Assistant 3
MAT 103 Medical Assisting Theory II 3
MTH 116 Mathematical Applications 3
Total 15

3rd Semester
MAT 200 Management of Office Emergencies 2
MAT 211 Clinical Procedures II for the Medical Assistant 3
SPH 106 or 107 Fundamentals of Oral Comm. 3
MAT 101 Medical Terminology or HIT 110 Medical Terminology 3
HIT 120 Introduction to Keyboarding 1
Total 12

4th Semester
MAT 215 Laboratory Procedures II for the Medical Assistant 3
MAT 216 Pharmacology for the Medical Office 4
MAT 220 Medical Office Insurance 3
PSY 200 General Psychology 3
CIS Computer Science Elective 3
Total 16

5th Semester
MAT 222 Medical Transcription I 2
MAT 219 Radiology for the Medical Assistant 3
MAT 229 Medical Assisting Practicum 3
HUM/FA Humanities/Fine Arts Elective 3
Total 11

TOTAL CREDITS 71

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 $29,370 in May 2012. (Source: U.S. Department of Labor Bureau of Labor Statistics)

The WSCC Medical Assisting Program courses will be accepted for transfer to Athens State University in the Bachelor Degree in Health Science and the University of Alabama at Birmingham in the Bachelor of Science in Healthcare Management.

Please consult STARS transfer guide for the latest information. Practicum Students of the Medical Assistant Program will not receive payment or compensation in any form, monetary or otherwise, for experiences performed during the practicum. Students will be supervised while taking the medical assisting preceptorship course.