



Medical Assisting (MAT)



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Associate in Applied Science Degree (5 semesters) Certificate (3 semesters)

At a Glance

Employment of Medical Assistants is projected to grow 29% from 2016-2026, 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), upon the recommendation of the Medical Assisting Education Review Board (MAERB) Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 (727) 210-2350 (www.caahep.org). 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, and other credentialing examinations. 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).

Retention for the students who entered the program in 2016 calendar year was 85.71% with a job placement rate of 90%. The retention rate for the students who entered in the calendar year 2017 is 86.36 and, of that cohort, the students who have graduated thus far have 100% job placement. The five-year retention rate for the program is 82.86% and the five-year placement rate is 89.86%. The five-year employer and graduate satisfaction is 100%. The five-year combined pass rate for program graduates on the Certified Medical Assistant Examination administered by the American Association of Medical Assistants and the Certified Clinical Medical Assistant Exam (CCMA) administered by the National Healthcareer Association is 82.98%. This includes all graduates, including those who sat for an examination more than one time.

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 **two alternatives for a student's completion of classes**: (**NOTE: Actual program completion time may vary**).

1. Three (3) Semester Certificate option: A student will matriculate through the program taking MAT courses and required general education classes required for the certificate option in 3 semesters.
2. Four (4) Semesters, Associate Degree program: Students

will complete the Certificate option and then attend an additional semester to complete the other required classes for the Associate Degree.

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 and will also be enrolled as members of Skills USA.

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

Admission Requirements

1. Unconditional admission to the college – College application must be submitted by the program application deadline. The MAT Program admits one time per year in fall (June 1 deadline).
2. Student must be in good standing with the college.
3. Receipt of complete program applications accepted between March 1 and June 1 for fall entry. Applications received after the deadline will be considered on a space available basis.
4. The MAT program online application is located on program's webpage at: <http://www.wallacestate.edu/programs/health-division/medical-assistant>. Online application instructions are under the *Application to Program* tab. All applicants are required to upload all necessary documentation for consideration.
5. Official transcripts from each college attended must be provided to the Admissions Office and all unofficial transcripts must be uploaded.
6. Student must meet the essential functions and technical standards required for the program as documented on the required WSCC physical form at www.wallacestate.edu-see Physical Form Essential Functions.
7. A minimum of 17 ACT composite score (National or Residual) is required for admission consideration. Proof of score must be uploaded.
8. Must possess a minimum 2.0 GPA on a 4.0 scale for attempted general required program courses.

Selection and Notification

1. The Medical Assistant Program admits one per year in fall.
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 GPA of general required program courses, 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)
4. 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 by the deadline, 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 Basic Life Support (BLS) Provider 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.

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. The median annual wage for medical assistants was \$33,610 in May 2018. (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 Assistant Preceptorship course.

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 214 Medical Assisting Pharmacology. A student who "stops out" from the program must return to complete courses within 15 months of stopping out, or will have to re-apply to the program and be accepted in addition to repeating MAT courses in order to stay up to date in the field of study.

Readmission to Program

Students who withdraw or are dismissed from the program must apply for re-admission. Students will be readmitted one time only. If 15 months have elapsed since the students last coursework was completed, MAT courses must be repeated to stay up to date in the field.

Work Experience

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

NOTE: *The Guided Pathways Curricular Maps below contain all the elements required for degree/certificate completion. However, courses may be offered or taken in other semesters so long as prerequisites are met and courses are available.*

Additional option available. Please see Degree works for allowable substitutions. Courses may be available days, nights, hybrid, and online. Sample maps for part-time attendance may also be available. Please see an advisor.

ASSOCIATE DEGREE:

AAS MEDICAL ASSISTING – Guided Pathway/Map

1st Semester

MAT 123	Medical Business Practices I	2	
ORI 110	Freshman Seminar	1	
HIT 110 OR MAT 101	Medical Terminology	3	
MAT 111	Clinical Procedures I for Med Assis	3	
MTH 116	Mathematical Applications	3	
MAT 205	Clinical Specialt for Medical Assist	4	
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		Total Semester Credit Hours	16

2nd Semester

MAT 128	Medical Law & Ethics for Med Assis3		
MAT 102	Medical Assisting Theory I	3	
MAT 103	Medical Assisting Theory II	3	
MAT 124	Medical Business Practices II	4	
MAT 126	Medical Laboratory Practices	4	
MAT 214	Medical Assisting Pharmacology	3	
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		Total Semester Credit Hours	20

3rd Semester

MAT 230	Medical Assistant Preceptorship	2	
ENG 101	English Composition I	3	
MAT 217	Microscopy for Medical Assistants	2	
MAT 219	Radiology for Medical Assistants	3	
MAT 222	Medical Transcription	2	
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		Total Semester Credit Hours	12

4th Semester

BIO 103	Principles of Biology I	4	
PSY 200	General Psychology	3	
CIS 146	Microcomputer Applications	3	
ART 100	Art Appreciation	3	
		<hr/>	
		Total Semester Credit Hours	13
		TOTAL SEMESTER HOURS FOR DEGREE	61

CERTIFICATE:

MEDICAL ASSISTING CERTIFICATE - Guided Pathway/Map

1st Semester

MAT 123	Medical Business Practices I	2	
ORI 110	Freshman Seminar	1	
HIT 110 Or MAT 101	Medical Terminology	3	
MAT 111	Clinical Procedures I for Med Assis	3	
MTH 116	Mathematical Applications	3	
MAT 205	Clinical Specialties for Medical Assistants	4	
		<hr/>	
		Total Semester Credit Hours	16

2nd Semester

MAT 128	Medical Law & Ethics for the Medical Assistant	3
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
MAT 124	Medical Business Practices II	4
MAT 126	Medical Laboratory Practices	4
MAT 214	Medical Assisting Pharmacology	3
Total Semester Credit Hours		20

3rd Semester

MAT 230	Medical Assistant Preceptorship	2
ENG 101	English Composition I	3
Total Semester Credit Hours		5

TOTAL CREDIT HOURS 41***pending approval**

NOTE: Curriculum is currently under review. Please contact program personnel for advisement.

NOTE: All courses with the HIT prefix must be completed at WSCC.

*ORI 110 (Freshman Seminar) is a college requirement not a requirement of a specific program. You are exempt from Freshman Seminar if you are a transfer student with a minimum of 12 semester hours of college work or if you were enrolled at WSCC before fall 2004. ORI 110 is required for incoming freshmen in all divisions.

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