Medical Assisting

Associate in Applied Science Degree (90 credits)
Certificate of Completion (60 credits; 854 contact hours)

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PROGRAM DESCRIPTION: The Medical Assisting Program provides the administrative and clinical knowledge and skills necessary for employment as a Medical Assistant. Program graduates assist physicians and other health care practitioners on many aspects of medical practice, including patient care management, administrative, and clinical procedures. Clinical procedures include: assisting with physical examinations, phlebotomy (blood draw), administering injections, performing electrocardiograms (EKGs) and instrument sterilization. An experienced medical assistant might serve as an office administrator.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP*), on recommendation of the Medical Assisting Education Review Board (MAERB). *Commission on Accreditation of Allied Health Education Programs, 1361 Park St., Clearwater, Fl 33756, (727) 210-2350.

CAREER OPPORTUNITIES: The medical assisting career field offers opportunities for those people who have an interest in health and medicine a meaningful job helping others in a variety of settings, trained to perform routine administrative and clinical tasks to keep healthcare delivery settings running smoothly. The duties of Medical Assistants vary from office to office, depending on office location, size, and specialty. In small practices, Medical Assistants are usually 'generalists', handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of department administrators. Upon successful completion of the Medical Assisting Program, either with a certificate of completion or an Associate in Applied Science Degree, graduates are then eligible to take the national certification exam offered through the American Association of Medical Assistants (AAMA). Upon satisfactory completion of the exam, you will be qualified to use the credentials of Certified Medical Assistant (CMA, AAMA). The CMA credentials are recognized nationally; however, each state mandates the scope of practice for medical assistants. In the State of Washington, you will be qualified to practice under Categories A, C and E of the Healthcare Assistant Act (RCW 18-135, WAC 246-826).

PROGRAM OUTCOMES: South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives. Therefore students who complete an AAS or certificate in Medical Assisting will:

- Demonstrate the following skill standards
  - Students successfully completing the Medical Assisting Program will be qualified to seek employment as an entry level Medical Assistant.
  - Students successfully completing the Medical Assisting Program are eligible to take the national certification exam for Certification. Passing the national certification exam qualifies program graduates use of the nationally recognized CMA (Certified Medical Assistant) credential.
- Communicate effectively.
- Think logically and critically.
- Evaluate and process quantitative and symbolic data.
- Understand themselves in relation to others in a multicultural world.
- Understand ethical responsibilities and consequences.

AAS DEGREE REQUIREMENTS: Based on placement testing, basic skills and/or pre-college English, Reading, or Math may be required (ENGL 097, READ 097 & MATH 090). Deficiencies must be completed prior to graduation; however, students are strongly encouraged to enroll at the beginning of their education.

Successful completion of basic skills deficiencies, BIOL&175 and MATH 094 must be met prior to enrollment into the Medical Assisting Program. Keyboarding skills of 45 wpm are required prior to graduation.

An Associate in Applied Science degree will be awarded upon successful completion of a minimum of 90 credits in all core courses, General Education List requirements, and specialty area track courses numbered 100 or above. You must choose between the Clinical or Administrative tracks for degree issuance. Additional courses may be taken as electives to meet the 90 credit requirement (for a total of 1187.5 clock hours). General Education List courses and Medical Assisting Core requirements must be completed with a grade of 2.0 or better. Courses coded CIS and MED must be taken in succession. BIOL& 175 and MATH 094 must be taken prior to

enrollment in MED 101. Students must provide proof of current provider level CPR certification through the American Red Cross or the American Heart Association prior to performing externship (MED 145)

CERTIFICATE REQUIREMENTS: Based on placement testing, basic skills and/or pre-college English, Reading, or Math may be required (ENGL 097, READ 097 & MATH 090). Deficiencies must be completed prior to graduation; however, students are strongly encouraged to enroll at the beginning of their education.

Successful completion of basic skills deficiencies, BIOL&175 and MATH 094 must be met prior to enrollment into the Medical Assisting Program. Keyboarding skills of 45 wpm are required prior to graduation. Core and general educational requirements total 60 credits for a total of 854 clock hours.

A certificate of completion in Medical Assisting will be awarded upon successful completion of all core and General Education List requirements. General Education List courses and Medical Assisting Core requirements must be completed with a grade of 2.0 or better. Students must provide proof of current provider level CPR certification through the American Red Cross or the American Heart Association prior to performing externship (MED 145).

RECOMMENDED SEQUENCE OF CORE COURSES				
Fall	**Winter**	**Spring**	**Summer or Fall**	**Summer or Fall**
MED 101	CIS 136	CIS 104	MED 145	CMST& 230
MED 102	MED 121	MED 136	ENGL& 101	**OR**
MED 103	MED 135	MED 148		CMST 240
MED 137	MATH 101	CIS 109		CIS 109

Contributions to success in the Medical Assisting Program:
As a potential program participant can you answer yes to the following statements?
- I am looking for a meaningful job.
- I enjoy helping people and consider myself a "people person".
- I have an interest in health and medicine.
- I am good at multitasking.
- I like variety in my job.

Admission: Students are accepted into the Medical Assisting Program every quarter; however, most core courses are only offered once a year and must be taken in succession.

DIVERSITY REQUIREMENT: South Puget Sound Community College requires all new students seeking an Associate Degree to complete a "diversity" course which meets the college criteria for listing as a diversity course and has been approved for such listing by the college Instructional Council prior to the student enrolling in the class.

OFFICE OF CIVIL RIGHTS COMPLIANCE STATEMENT: South Puget Sound Community College's equal opportunity policy prohibits discrimination in our services and in employment against any person on the basis of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, Vietnam-era or disabled veteran status, or the presence of any sensory, physical or mental disability except in the case of a bona fide occupation qualification. South Puget Sound Community College is an equal opportunity/affirmative action employer and complies with the Americans with Disabilities Act (ADA).

Course	Title	Credits	THE SHADED AREAS WILL BE COMPLETED WITH YOUR ADVISOR	
			Evaluation Notes	**NAME:**
Program Prerequisites – Associate Degree and Certificate				
MATH 094	Basic Algebra	5		
BIOL& 175	Human Biology w/Lab	5		
		10		
Core Requirements – Associate Degree and Certificate				
MED 101	Medical Office Exposure Control	4		
MED 102	Medical Law, Ethics and Bioethics	2		
MED 103	Medical Terminology I	3		
MED 121	Disease Conditions and Treatments	4		
MED 135	Clinical Procedures for Medical Assistants	3		
MED 136	Diagnostic Procedures for Medical Assistants	4		
MED 137	Medical Administrative Procedures	5		
MED 145	Externship for Medical Assistants	6		**SID:**
MED 148	Pharmacology for Medical Assistants	3		
CIS 104	Keyboarding 4	2		
CIS 136	Word Processing I Using Microsoft Word	4		
		40		
For the Associate Degree, in addition to the Core and GE Requirements, choose one of the specialty areas listed below:				
Associate Degree - Administrative Track				
MED 110	Medical Insurance Coding and Billing Med. Office	5		
MED 112	Medical Terminology II	5		
MED 125	Advanced Diagnostic and CPT Coding	5		
CIS 107	Practical Accounting	5		
CIS 145	Introduction to Access	5		**Placement**
PSYC 116	Psychology of Human Relations: Diversity	5		Math
		30		English
Associate Degree - Clinical Track				Reading
MED 100	Phlebotomy Essentials	4		**Official Evaluation**
MED 112	Medical Terminology II	5		
ASL& 121	American Sign Language I	5		Prepared By:
OR				**Transfer of Credit**
SPAN & 121	Spanish I	5		College/University Credit
PSYC& 200	Lifespan Psychology	5		
NUTR& 101	Nutrition	5		
Additional 6 elective credits required				College/University Credit
		30		College/University Credit
General Education Requirements – Associate Degree and Certificate				
Reading/Writing				
ENGL& 101	English Composition I	5		
Speaking/Listening	**Choose one of the following:**	5		College/University Credit
CMST 240	Intercultural Communication: Diversity			
CMST& 230	Small Group Communication			
Computation				College/University Credit
MATH 101	Technical Mathematics I	5		
Human Relations				
CIS 109	Human Dimensions in the Office: Diversity	3		
		18		
				Total Credits Transferred: