

Medical Assistant Technology

PROGRAM DESCRIPTION



Medical Assistants are multi-skilled allied health professionals specifically trained to work in ambulatory settings such as physician's offices, clinics and group practices, performing administrative and clinical procedures. Students are provided with extensive hands-on training in both entry-level and advanced medical assistant competencies in accordance with the Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting. Graduates from the Medical Assistant Technology program are eligible to sit for the American Association of Medical Assistants (AAMA) certification examination upon successful completion of the

program.

Graduates must complete 61 credits in the Medical Assistant program and achieve a minimum grade of **C** in all courses. (Student must attain a final GPA of 2.0 or higher.)

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs www.caahep.org upon the recommendation of 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; Phone: 727-210-2350; www.caahep.org.

KEY LEARNING OBJECTIVES

To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Graduates of this program are expected to:

- Utilize and understand appropriate medical terminology.
- Apply a basic understanding of human physiology and anatomy in the role of a medical assistant.
- Demonstrate a basic understanding of the concepts of pharmacology and applied mathematics.
- Demonstrate a basic understanding of medical law and expected ethical behavior for individuals working in the healthcare field.
- Practice concepts of effective communication with patients, their families and the healthcare team.
- Demonstrate administrative competency in the following: administrative functions, basic practice finances, third party reimbursement, procedural and diagnostic coding, and legal implications.
- Demonstrate clinical competency in the following: fundamental procedures, specimen collection, diagnostic testing and patient care.
- Describe dietary nutrients and identify special dietary needs.
- Define and demonstrate infection control and protective practices.

CRIMINAL BACKGROUND SCREENING

Individuals offered admission to the Medical Assistant program will be required to submit to a national criminal background screening, at a minimum cost of \$75 (may be higher), within 30 days of acceptance. Applicants who have engaged in any activity or behavior which may be considered abuse, neglect or exploitation of a minor or of an incapacitated or dependent adult, or who has been convicted of any crime involving fraud or dishonesty, or drugs, or for which imprisonment of one year or more has been imposed are urged to seek clarification regarding program completion requirements from the Director of Admissions.

PREREQUISITES

AAS Degree: high school level Algebra I and Biology with Lab required. Attendance at an information session for selected applicants is also required.



Programs of Study

Automotive
Building Construction
Business Management-Career Option
Business Management-Transfer Option
Business Management-Small Business
Career Studies
Computer Systems Technology
Criminal Justice
Culinary Arts
Diesel, Truck & Heavy Equipment
Digital Graphic Design
Early Childhood Education
Education-Career & Technical Ed
Education-Elementary Ed
Education-Secondary Ed
Electrical and Automation
Electricians Technology
Emergency Medical Services
Fine Woodworking & Cabinet Making
Fire Science
Human Services
Liberal Studies
Medical Assistant
Medical Office-Coding Option
Medical Office-Health Care Secretary
Medical Radiography
Nursing
Outdoor Recreation & Tourism
Plumbing
Refrigeration, Air Conditioning & Heating
Restaurant & Food Service Management
Surgical Technology
Trade & Technical Occupations
Welding

Admissions Office—EMCC

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MEDICAL ASSISTANT Associate of Applied Science Degree Day Program

FIRST SEMESTER	CREDITS
BCA 115 Introduction to Computer Applications	3
BMT 113 Introduction to Medical Terminology	3
MAS 101 Introduction to Medical Assisting	1
BIO 121 Anatomy & Physiology I	3
BIO 124 Anatomy & Physiology I Laboratory	1
ENG 101 College Composition	3
SECOND SEMESTER	CREDITS
MAS 111 Clinical Procedures I & Lab	4
MAS 121 Medical Office Procedures	3
MAS 131 Math Methods for Medical Assistants	3
BIO 122 Anatomy & Physiology II	3
BIO 126 Anatomy & Physiology II Laboratory	1
PSY 101 Introduction to Psychology	3
THIRD SEMESTER	CREDITS
BMT 121 Medical Law & Ethics	3
MAS 201 Principles of Pharmacology	3
MAS 211 Clinical Procedures II with Lab	4
MAS 221 Insurance Coding for the Medical Office	3
PSY 231 Developmental Psychology	3
FOURTH SEMESTER	CREDITS
MAS 231 Medical Assistant Externship**	5
BIO 222 Pathophysiology	3
ENG 215 Business and Technical Writing	3
Free Elective Any Course (100 level or higher)	3
TOTAL AAS DEGREE CREDITS	61

Evening Program

FIRST SEMESTER	CREDITS
BMT 113 Introduction to Medical Terminology	3
MAS 101 Introduction to Medical Assisting	1
ENG 101 College Composition	3
SECOND SEMESTER	CREDITS
BCA 115 Introduction to Computer Applications	3
MAS 121 Medical Office Procedures	3
BIO 121 Anatomy & Physiology I	3
BIO 124 Anatomy & Physiology I Laboratory	1
FIRST SUMMER	CREDITS
MAS 131 Math Methods for Medical Assistants	3
PSY 101 Introduction to Psychology	3
Open Elective Any Course (100 level or higher)	3
THIRD SEMESTER	CREDITS
MAS 111 Clinical Procedures I & Lab	4
BIO 122 Anatomy & Physiology II	3
BIO 126 Anatomy & Physiology II Laboratory	1
FOURTH SEMESTER	CREDITS
MAS 201 Principles of Pharmacology	3
MAS 211 Clinical Procedures II with Lab	4
BIO 222 Pathophysiology	3
SECOND SUMMER	CREDITS
MAS 221 Insurance Coding for the Medical Office	3
PSY 231 Developmental Psychology	3
FIFTH SEMESTER	CREDITS
BMT 121 Medical Law & Ethics	3
MAS 231 Medical Assistant Externship**	5
ENG 215 Business and Technical Writing	3
TOTAL AAS DEGREE CREDITS	61

**Most MAS courses are offered in both day and evening formats. However, in the final semester, the clinical portion of MAS 231 (practicum) is offered only during the day, Monday through Friday.

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offers tutoring services free of
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sizes, supportive faculty,
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leadership/engagement
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