
MEDICAL ASSISTANT

PROGRAM OVERVIEW

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This program prepares the graduate to work as a Medical Assistant in outpatient or ambulatory care facilities. Medical Assistants are cross-trained and assist in keeping a physician's office or clinic running smoothly. Medical Assisting directly influences the public's health and well-being, and requires mastery of knowledge and specialized skills requiring both formal education and practical experience, that serve as standards for entry into the profession. Administrative responsibilities of the Medical Assistant include, but are not limited to, answering the telephone; creating, updating, and maintaining patients' records; handling the insurance cycle including coding, billing, and processing of claims forms; and supervising the day-to-day front office activities. Clinical duties vary according to individual state laws. Clinical responsibilities include taking a medical history, vital signs, patient education, and preparing and assisting with patient examinations and minor surgeries. Medical Assistants routinely collect and prepare laboratory specimens, dispose of contaminated supplies, and sterilize medical instruments. Under the supervision of a physician, a medical assistant prepares and dispenses medications, authorizes drug refills, and submits prescriptions to pharmacies.

Medical Assisting is one of the fastest growing occupations. Due to the flexibility and multi-disciplined skills possessed by the Medical Assistant, employment opportunities will increase as the number of outpatient settings grow. The earnings of medical assistants vary, depending on experience, skill level, and location.

This program is comprised of clinical and non-clinical components. Practicum assignments for students shall be structured so that experiences are obtained in applying skills and knowledge under the supervision of healthcare professionals. The College arranges the site and supervisor for the student to complete 220 hours of unpaid practicum experience during the clinical phase of the Medical Assistant program. In order to participate in practicum experiences, a satisfactory health record must be on file in the Medical Assistant office prior to the practicum experience. Students must obtain a Criminal Record Check prior to entrance into the Medical Assistant Clinical phase. If participating in practicums at a Pennsylvania clinical site, the student must obtain a Child Abuse History Clearance and a State Police and FBI background check. During enrollment any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the Medical Assistant program.

The Medical Assistant curriculum is designed to be completed within four college semesters and a summer session. Since most classes are sequential in nature, courses must be taken during or before the semester listed. Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Medical Assistant. Upon graduation from this accredited program, students are eligible to take the national certification exam offered by the American Association of Medical Assistants (AAMA).

Medical Assistant students must maintain the scholastic standards of the College and must achieve a grade of "C" or better in all required Medical Administrative Assistant and Medical Assistant courses. A current CPR Health Care Provider card is a prerequisite to the practicum and clinical Medical Assistant courses. The Medical Assistant curriculum at Allegany College of Maryland has been designated as a Health Manpower Shortage Program by the Maryland Higher Education Commission. Maryland residents from counties other than Allegany County who register in this eligible program will be charged the out-of-county tuition rate. However, these students may be eligible to receive reimbursement for a portion of the cost difference between the in-county and out-of-county tuition rates. Funding availability for this program is based on funding from the State of Maryland and is thus subject to change each semester. Some restrictions apply. More information can be obtained by contacting the Admissions Office. The college reserves the right to revise course and admission requirements as appropriate. Students not admitted into the clinical phase of the Medical Assistant program should refer to the Selective Admission Health Programs section.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Medical Assistant.

PROGRAM ADMISSIONS

Due to the clinical component of this curriculum, the program is limited in the number of seats available. Therefore, admission is competitive. Minimum requirements for admission to the clinical phase are as follows:

1. Pass the Allegany College of Maryland Placement Assessment or successfully complete all courses as required.
2. Maintain a minimum overall college grade point average of 2.0.
3. Successfully complete a minimum of 12 semester hours of college-level course work chosen from the following list:
 - English 101 (Freshman English I) - 3 credit hours
 - Mathematics Elective - 3 credit hours
 - Medical Administrative Assistant 110 (Medical Terminology) - 3 credit hours
 - Medical Assistant 101 (Essential Skills for the Health Professional) - 3 credit hours

Students must first complete the above noted 12 credits, on a full- or part-time basis, to be considered for the clinical sequence of the Medical Assistant program. Admission to the clinical sequence begins in the fall semester. Applications for the program must be received in the Medical Assistant Office between October 1 and October 20 each year. If seats are available after initial selection is made, additional applications will be accepted until all seats are filled, at the discretion of the program director. Please contact the Medical Assistant Office or Admissions Office for an Application package, which will include details on admission criteria.

COURSE REQUIREMENTS

REQUIRED MEDICAL ASSISTANT COURSES

MDAA-110	Medical Terminology
MDAA-132	Elements of Human Disease
MDAA-133	Basic Disease Coding
MDAA-135	Basic Procedural Coding
MDAA-213	Principles of Medical Insurance
MDAS-101	Essential Skills for Health Professional
MDAS-102	Introduction to Health Records
MDAS-200	Medical Assistant Clinical I
MDAS-209	Administrative Medical Assistant
MDAS-211	Medical Assistant Clinical II
MDAS-212	Medical Assistant Clinical III
MDAS-213	Medical Assistant Pharmacology
MDAS-214	Medical Assistant Practicum
MDAS-218	Clinical Laboratory Procedures (Phlebotomy/Laboratory Assistant 218)
PBLA-110	Orientation to the Clinical Laboratory (Medical Laboratory Technology 110)
PBLA-111	Basic Phlebotomy Procedures

REQUIRED GENERAL COURSES

COMP-101	Computer Literacy
ENG-101	Freshman English I
PSYC-101	General Psychology
SPCH-101	Speech Communication

REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Biological Science Elective - 3 credits

Mathematic Elective - 3 credits

PROGRAM PATH

**MEDICAL ASSISTANT
TWO-YEAR CAREER PROGRAM
PREPARATION FOR EMPLOYMENT**

<u>FIRST SEMESTER</u>	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
English 101 (Freshman English I)	3
Mathematics Elective ¹	3
Medical Administrative Assistant 110 (Medical Terminology)	3
Medical Assistant 101 (Essential Skills for the Health Professional)	3
Total:	15
<u>SECOND SEMESTER</u>	
Medical Administrative Assistant 133 (Basic Disease Coding)	3
Medical Administrative Assistant 135 (Basic Procedural Coding)	3
Medical Assistant 102 (Introduction to Health Records)	3
Medical Assistant 200 (Medical Assistant Clinical I)	2
Medical Assistant 218 (Clinical Laboratory Procedures)	2
Phlebotomy/Laboratory Assistant 110 (Orientation to the Clinical Laboratory)	1
Phlebotomy/Laboratory Assistant 111 (Basic Phlebotomy)	1
Total:	15
<u>SUMMER SESSION (following second semester)</u>	
Medical Administrative Assistant 132	3
(Elements of Human Disease)	
Medical Assistant 211 (Medical Assistant Clinical II)	3
Total:	6
<u>THIRD SEMESTER</u>	
Medical Administrative Assistant 213 (Principles of Medical Insurance)	3
Medical Assistant 209 (Administrative Medical Assistant)	3
Medical Assistant 212 (Medical Assistant Clinical III)	3
Medical Assistant 213 (Medical Assistant Pharmacology)	3
Total:	12
<u>FOURTH SEMESTER</u>	
Biological Science Elective ¹	3
Medical Assistant 214 (Medical Assistant Practicum)	3
Psychology 101 (General Psychology)	3
Speech 101 (Speech Communication)	3
Total:	12
Total Credit Hours:	60

¹ Consult your advisor or Advising Center staff for appropriate courses.

NOTE: All courses specifically identified by course number are graduation requirements for this program.

ACCREDITATION

The Allegany College of Maryland's 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.