

Program Description:

Medical Assistants are allied health professionals who assist physicians in their offices or other medical settings. In accordance with respective state laws, they perform a broad range of administrative and clinical duties, as indicated by the American Association of Medical Assistants recent role delineation study. The Mountwest Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), on recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Educational Programs

Contact information:

25400 U.S. Highway 19 North, Suite 158

Clearwater, FL 33763

(727) 210-2350

www.caahep.org

Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patient for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Both administrative and clinical duties involve maintenance of equipment and supplies for the practice. A medical assistant who is sufficiently qualified by education and/or experience may be responsible for supervising personnel, developing and conducting public outreach programs to market the physician's professional services, and participating in the negotiation of leases and of equipment and supply contracts.

Career Outlook:

Employment of medical assistants is projected to grow 29 percent from 2012 to 2022, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. (www.bls.gov).

Salary Forecast:

For the most current salary information please refer to the Bureau of Labor Statistics "Occupational Outlook Handbook" found at www.bls.gov/ooh/.

Admission Requirements:

Students seeking admission into the Medical Assistant program must arrange an appointment with the program faculty prior to submitting the application packet. This is to ensure that students receive current information regarding the program admission requirements and the criteria for selection. Application packets are available in the Allied Health and Life Sciences Division, (304) 710-3513 for more information.

1. Completion of the first year general and support courses with a 2.5 or better GPA with at least a C in all courses;
2. CPR certification (EME 105);
3. Physical exam with proper documentation of vaccinations, prior to practicum.

Applications will be accepted beginning March 1 each year for the upcoming fall semester. Admission to the program will be granted starting in May. This is a limited enrollment program. For additional information about careers as a Medical Assistants, visit the American Association of Medical Assistants web site at www.aama-ntl.org.

Contact Information:

Kellie Cyrus

Room 453

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Medical Assistant¹—Major Code CM30

Name:		ID Number 942-	
CAPS SCORES:	MATH:	ENGLISH:	READ: DOE:
COL 101 Faculty:			
Educational Counselor:			
Faculty Advisor:			

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
AH 151	Medical Terminology ²		3				
ENL 111	Written Communication ³		3				
EME 105	First on Scene		3				
IT 101	Fundamentals of Computers (EDGE)		3				
MAT 115	Business Mathematics ⁴		3				
AH 220	Basic Nutrition ¹		3				
BIOL 257	Intro to Anatomy & Physiology (EDGE)		3				
COM 112	Oral Communications ²		3				
IT 150	Application to Spreadsheets ⁵		3				
PSYC 215	Lifespan Psychology ²		3				
AH 204	Legal & Ethical Issues in Healthcare ²		3				
MA 201	Medical Assisting Techniques I		4				
MA 204	Physician's Office Med. Coding		3				
MA 206	Medical Office Procedures I		3				
AH 216	Basic Pharmacology ⁶		3				
MA 202	Medical Assisting Tech II		4				
MA 203	Medical Lab Techniques		3				
MA 205	Medical Office Claims Procedure		3				
MA 208	Medical Office Procedures II ⁷		3				
MA 210	Medical Office Practicum ⁸		3				

DEVELOPMENTAL COURSES REQUIRED

COURSE	REQUIREMENTS	SEM	HRS	GR	SUBSTITUTE/REPEAT CRS	SEM	CR
HOURS REQUIRED FOR GRADUATION: 62							

Earn A Degree Graduate Early (EDGE):

This program provides students the opportunity to receive credit for their high school EDGE courses.

¹ All MA courses have a prerequisite of admission to the program, and a "C" or better in all courses, and 2.5 overall GPA.

² AH 204, AH 151, AH 220, COM 112, and PSYC 215 have a prerequisite of placement in 100-level reading.

³ ENL 111 has a prerequisite of placement in 100-level English, and placement in 100-level reading.

⁴ MAT 115 has a prerequisite of placement in 100-level math.

⁵ IT 150 has a prerequisite of IT 101 or IT 102.

⁶ AH 216 has a prerequisite of AH 151.

⁷ MA 208 has a prerequisite of MA 206.

⁸ MA 210 has a prerequisite of MA 201, MA 202, MA 203, MA 204, MA 205, MA 206, and MA 208.

Our mission is to prepare students for careers, civic responsibility and life-long learning.