

Medical Assistant

Associate in Applied Science in Allied Health & Life Science

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 upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

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 expected to grow much faster than the average for all occupations through the year 2012 as the health services industry expands because of technological advances in medicine and a growing and aging population. Increasing utilization of medical assistants in the rapidly-growing healthcare industries will result in fast employment growth for the occupation. In fact, medical assistants are projected to be the fastest growing occupation through 2012 (www.bls.gov).

Salary Forecast:

The earnings of medical assistants vary, depending on their experience, skill level, and location. Median annual earnings of medical assistants were \$24,610 in May 2004. The middle 50 percent earned between \$20,650 and \$28,930. The lowest 10 percent earned less than \$18,010, and the highest 10 percent earned more than \$34,650. Median annual earnings in the industries employing the largest numbers of medical assistants in May 2004 were:

Colleges, universities, and professional schools	\$27,490	Offices of physicians	\$24,930
Outpatient care centers	\$25,360	Offices of other health practitioners	\$21,930
General medical and surgical hospitals	\$25,160		

(Information obtained from *Occupational Outlook Handbook, 2006-2007*)

Admission Requirements:

Students seeking admission into the Medical Assistant program must arrange an appointment with the program faculty prior to mitting 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 at the Allied Health and Life Sciences Division, Cabell Hall Room 304 or call (304) 696-6270 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 MA courses;
2. CPR certification (EME 105);
3. Physical exam with proper documentation of vaccinations, prior to internship.
4. Prior to admission to the Medical Assistant program and /or clinical internships, students may be required to document that they have successfully passed a criminal background check and drug screen. For more information concerning the Allied Health criminal background check and drug screen procedure, please contact the Dean of Allied Health and Life Sciences at (304) 696-6270

Applications will be accepted beginning January 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.

Major Code – CM30

FIRST YEAR¹	
<p>Fall Semester</p> <p>AT 136 Introduction to Word Processing (EDGE)3</p> <p>AH 151 Medical Terminology (EDGE)3</p> <p>ENL 111 Written Communication3</p> <p>EME 105 First on Scene.....3</p> <p>IT 101 Fundamentals of Computers (EDGE).....3</p> <p>MAT 115 Business Mathematics.....3</p> <p>TOTAL CREDITS.....18</p>	<p>Spring Semester</p> <p>AT 253 Medical Transcription²3</p> <p>AH 220 Basic Nutrition.....3</p> <p>BIOL 257 Introduction to Anatomy & Physiology (EDGE) ...3</p> <p>COM 112 Oral Communication3</p> <p>IT 150 Applications to Spreadsheets³ (EDGE).....3</p> <p>SS 215 Lifespan Psychology.....3</p> <p>TOTAL CREDITS.....18</p>
SECOND YEAR	
<p>Fall Semester</p> <p>MA 206 Administrative Office Procedures.....3</p> <p>HIT 201 Health Information Technology I^{4,5}.....3</p> <p>HIT 201L Health Information Technology I Lab..... 1</p> <p>LAS 248 Medical Law⁶.....3</p> <p>MA 201 Medical Assisting Techniques I⁷3</p> <p>MA 204 Physician's Office Medical Coding.....3</p> <p>TOTAL CREDITS.....16</p>	<p>Spring Semester</p> <p>AH 216 Basic Pharmacology⁸.....3</p> <p>MA 202 Medical Assisting Techniques II⁹4</p> <p>MA 203 Medical Lab Techniques.....3</p> <p>MA 205 Medical Office Claims Procedures3</p> <p>TOTAL CREDITS.....13</p>
<p>Summer</p> <p>MA 207 Medical Office Internship¹⁰3</p>	
HOURS REQUIRED FOR GRADUATION: 68	

Accreditation Information:

The Medical Assistant Program is accredited by the:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street Clearwater, FL 33756. Phone: (727) 210-2350

Employment Opportunities:

- Physicians' offices
- Clinics
- Hospitals
- Any other type of healthcare setting

Contact Information:

Janet Smith • Cabell Hall, Room 210
Phone: 304-696-3048 or 1-866-N-ROLLED (1-866-676-5533) • E-mail: smithjan@mctc.edu

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1. Students must maintain a 2.5 GPA in the first year of course work.
 2. AT 253 has a prerequisite of AT 136 & AH 151.
 3. IT 150 has a prerequisite of IT 101.
 4. HIT 201 has a prerequisite of admission to the Medical Assisting Program. Please see advisor.
 5. HIT 201 has a co-requisite of HIT 201L
 6. The LAS 248 prerequisite of LAS 101 will be waived for Medical Assistant Program majors. Please see advisor.
 7. Prerequisite: Admission to MA program. Student should apply in the spring semester prior to taking MA courses.
 8. AH 216 has a prerequisite of AH 151.
 9. MA 202 has a prerequisite of MA 201.
 10. MA 207 has a prerequisite of MA 201, MA 202, MA 203, MA 204, and MA 205.