

College of DuPage

Medical Assistant

Student Handbook

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College of DuPage Medical Assistant Certificate/Degree Program

The Medical Assistant performs routine administrative and clinical tasks within a medical office. Duties may vary from office to office; however, administrative duties usually include answering telephones, greeting patients, updating patient medical records, scheduling appointments, arranging for hospital admissions, and handling billing and accounting procedures. There is a growing demand for medical assistants, affording many job opportunities in the community.

Clinical duties may also vary but include taking medical histories, recording vital signs, preparing patients for examination and assisting the physician during the examination. Clinical duties also include collecting blood specimens by both capillary and/or venipuncture technique, performing basic laboratory tests, disposing of contaminated supplies, sterilizing equipment, preparing and administering medications as directed by the physician and performing EKGs.

As with any healthcare position, there are certain **occupational risks** that come into play with being a

Medical Assistant and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

Standard Skills in Medical Assisting

To participate in the Medical Assistant program, students must possess additional non-academic skills. These standard skills listed below are consistent with the duties of the entry-level medical assistant in a professional position. These skills, which protect the health and well-being of patients, may include but are not limited to the ability to:

- Demonstrate the ability to move, lift or adjust patients
- Demonstrate professional interpersonal communication skills (verbal and written)
- Demonstrate the ability to perform multiple tasks at any time
- Demonstrate visual acuity to differentiate colors
- Demonstrate manual dexterity
- Manipulate appropriate administrative and clinical office equipment

- Perform for a prolonged period without breaks in a typical shift of eight hours.
- Demonstrate good listening skills
- Demonstrate good judgment
- Communicate orally and in writing in the English language with patients, doctors and other personnel clearly and effectively
- Follow verbal and written direction in the English language

College of DuPage offers both an Associate in Applied Science (A.A.S.) degree program and a certificate program for Medical Assistant.

Both programs are designed to prepare students to work in a medical office performing both administrative and clinical procedures.

The programs may be completed on a full-time or part-time basis.

The College of DuPage Medical Assistant Certificate Program is accredited by the Commission on Accreditation of Allied Health

Education Programs upon the recommendation of the Medical Assistant Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 North, Suite 158

Clearwater, FL 33763

Phone: (727) 210-2350

Fax: (727) 210-2354

Email: mail@caahep.org

Students completing the certificate or degree program are eligible to take the Certified Medical Assistant CMA (AAMA) Exam through the American Association of Medical Assistants (AAMA). Students can also petition to receive a certificate from the college in "Medical Assistant" upon completion of the medical assistant core courses.

More information about AAMA or the CMA (AAMA)

exam can be found by clicking on the American Association of Medical Assistants

<https://www.aama-ntl.org/> website.

Goals and Expectations of the Medical Assistant Program

To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.”

Learning Outcomes

Foundations for Clinical Practice

Anatomy & Physiology
Applied Mathematics
Infection Control
Nutrition

Applied Communications

Concepts of Effective Communication

Medical Business Practices

Administrative Functions
Basic Practice Finances
Third Party Reimbursement
Procedural and Diagnostic Coding

Medical Law and Ethics

Legal Implications
Ethical Considerations

Safety and Emergency Practices

Protective Practices
Where You Can Transfer

College of DuPage Policies/Guidelines

Non-Discrimination Policy

The college will not discriminate in its programs and activities on the basis of race, color, religion, creed, national origin, sex, age, ancestry, marital status, sexual orientation, arrest record, military status or unfavorable military discharge, citizenship status, physical or mental handicap or disability (Board Policy 5010).

Non-discrimination applies to all areas of the college, including the following departments: Admissions, Educational Services, Employment, Financial Aid, Placement and Recruitment. The lack of English language skills shall not be a barrier to admission and participation in educational programs. Admissions criteria and descriptions of educational programs are available in the college’s printed and online semester *Class Schedule*: www.cod.edu/schedule and college *Catalog*: (www.cod.edu/catalog.)

The following persons have been designated to handle inquiries and concerns about non-discrimination at the college:

Student Inquiries Concerning Non-Discrimination Statement

Vice President for Student Affairs
Instructional Center (IC), (630) 942-2486, FAX (630) 858-9622

TDD (Telecommunications Device for the Deaf) – (630) 858-9692
For American with Disabilities Act accommodations, call (630) 942-2141 (voice) or (630) 858-9692 (TDD)

NOTE: Please do not call the numbers above for information about the Medical Assistant program. Contact information for the Medical Assistant program is available on page 1 of this packet.

Citizenship/Visa Status

If you are **not** a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to work/participate in the Medical Assistant program clinical assignment or your eligibility to apply for the CMA examination, please contact the **International Student office**, (630) 942-3328, e-mail: intlstdt@cod.edu.

Children in College Facilities

Board Policy states that in order to maintain an appropriate educational environment, and to insure the safety of all concerned, children under the age of 16 not properly enrolled in a course or activity will not be permitted in college classrooms while a class is in session or in college facilities unsupervised while the parent is in class.

Tuition

Tuition cost and payment information can be found in the Class Schedule printed for each term or online at <http://www.cod.edu/tuition/index.aspx> . Tuition and fees are subject to change without notice.

Special Student Services

The Office of Access and Accommodations ensures access, provides accommodations and coordinates support services to students with disabilities at College of DuPage. Services are available at both on- and off-campus locations. These accommodations and services are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. All students requesting services need to self-identify with the Office of Access and Accommodations and provide appropriate documentation of their disability. Referrals can be made to outside agencies if students do not have documentation but feel that they may have a disability. Once the student contacts the Office of Access and Accommodations, an individual appointment is made to assess needs, explain available services and give guidance through the C.O.D. process. The information given by students is voluntary and confidential. It is best if students contact the office before classes begin for a smoother transition to College of DuPage.

Additional, specific information (services available, ongoing programs & events, rights & responsibilities and additional support areas) can be obtained by contacting the Office of Access and Accommodations, 630-942-2306, 630-942-4260 or 630-858-9692 (TTY).

Policies and Procedures

All Nursing and Health Science Division policies and procedures are found on our division website. <https://cod.edu/academics/divisions/health-sciences/policies.aspx> It is the students' responsibility to ensure they have reviewed and understand the policies and procedures. The Nursing and Health Science Division reserves the right to change, at any time, without notice, these policies, and procedures.

Student Conduct

- Students expected to interact with peers, faculty and staff in a professional respectful manner.
- Students expected to display a positive attitude in the classroom, in lab and in the practicum setting by attending classes on time, actively participating and respecting fellow students.
- **Students are expected to role play, take vitals, height and weight, and must participate as the patient and the medical assistant in these situations.**
- Students expected to maintain confidentiality for all patient information.
- Students expected to follow college guidelines/policies as well program guidelines for student conduct detailed below.
- Students found lying to their instructor(s) or the Practicum sites will be dismissed from the MA program.

Tardiness

Tardiness is unacceptable in the MA Program classes and at assigned practicum sites. Repeated tardiness (excess of 2 times) will lower a student's grade in on-campus classes. Practicum sites do not tolerate tardiness. They may dismiss you from their site if you are tardy. Since you only get one practicum site, if you are dismissed for being tardy, you will be dismissed from the MA program.

Absences

Attendance of all lecture and laboratory classes, as well as all assigned days at practicum site is mandatory. MASST 2237, MASST 2239 and MASST 2235 require that student's attend 60% of the total semester class meetings even if you have accommodations. If a student fails to attend 60% of the class meetings, they will fail the class and need to repeat the class. Excused absences from practicum, classroom or laboratory sessions (i.e. funeral leave, jury duty, etc.) require instructor notification; makeup assignments are provided on an individual basis. Repeated absences will be reflected in the final grade. If a student misses an exam, he/she must make up that exam within one week at the instructor's convenience; otherwise, the student will receive a grade of zero for that exam. Makeup

days for missed practicum days are arranged by the mentoring staff at the medical office. If it becomes necessary for a student to miss classes for an extended time due to a medical or personal reason, the student should notify his/her instructors and the Program Director.

Lab Fees and Policies

- Lab fees may be collected for the laboratory component of MA courses and may range from \$15 to \$130 depending on credit hours; lab fees subject to change without notice. The lab fee is designed to cover the cost of lab supplies. The lab fee for practicum course will include professional liability insurance premium.
- Laboratory equipment and/or supplies may not be removed from the laboratory.
- Food and drinks not permitted in the laboratory.
- Tables and equipment must be thoroughly cleaned before and after each lab.
- Students may be dismissed from lab if the instructor determines there is a safety concern for the student(s)

Safety

For campus emergencies dial Public Safety Police at ext. 2000. (If the line is busy on a second try, dial "911".) An **Emergency Response Handbook** is posted in the MA classroom/lab next to the phone. The handbook provides a quick reference in cases of the following emergencies, disasters, accidents and injuries that can occur at any time without warning: - Emergency Telephone Numbers

- Injury Emergency
- Tornado/Severe Weather
- Hazardous Material Spills
- Crisis Management
- Utility Failures
- Fire
- Threats – Bomb or Biological
- Evacuation of the Mobility Impaired
- Workplace Violence

There is a detailed **Evacuation Map** and a detailed **Tornado Shelter Map** to give direction during emergencies located in each classroom.

Dress Code

Clinical/laboratory courses require wearing navy blue scrubs. Check with instructor for details.

Academic Policy

To continue in the MA Program, students **must** earn a minimum grade of "C" in all MA Program core(MASST) lecture and/or laboratory courses. If a student receives less than a

“C” (such as a D, F or W) they may attempt the class one more time. After two attempts in any class, if the student did not receive a C or better, they will be dismissed from the MA program. A student who receives “D” in any two classes, or a D and a W, or a D and a F, or two Fs, or two Ws, will be placed on academic probation which may include dismissal from the program. That student will require an individual meeting with the program director.

Grading Policy

Levels of student proficiency are determined by demonstrated competency in the lab and by written examinations and/or assignments in the classroom. Students are required to demonstrate knowledge of safe performance of all MA skills/competencies. Students must demonstrate competency of required skills (three tries to get 100% accuracy) to successfully complete the MA program.

Students are given three tries to pass every competency (at 100%). If a student can not pass a competency after three tries, the student must repeat the class. Students can only repeat a class once. If the student repeats a class and still can not pass all competencies in that class after three tries, the student will fail the class and be dismissed from the MA Program.

Students who fail a class, only because they could not pass a competency after three tries, will get an automatic “D” as a grade in that class. They have failed that class and the entire course will have to be repeated.

It is the student’s responsibility to ask for extra help if they are struggling with a skill/competency.

This grading policy covers all competencies (clinical, general, and administrative).

Students must demonstrate 100% proficiency of competencies listed below to successfully complete the medical assistant program.

Master Competency Checklist

2022 MAERB Core Curriculum

Psychomotor Competencies

I. Anatomy, Physiology, and Pharmacology		Grade	Pass	Date	Int.
I.P.1	Accurately measure and record:				

	a. blood pressure				
	b. temperature				
	c. pulse				
	d. respirations				
	e. height				
	f. weight (adult and infant)				
	g. length (infant)				
	h. head circumference (infant)				
	i. oxygen saturation				
I.P.2	Perform the following procedures:				
	a. electrocardiography				
	b. venipuncture				
	c. capillary puncture				
	d. pulmonary function testing				
I.P.3	Perform patient screening following established protocols				
I.P.4	Verify the rules of medication administration:				
	a. right patient				
	b. right medication				
	c. right dose				
	d. right route				
	e. right time				
	f. right documentation				
I.P.5	Select proper sites for administering parenteral medication				
I.P.6	Administer oral medications				
I.P.7	Administer parenteral (excluding IV) medications				
I.P.8	Instruct and prepare a patient for a procedure or a treatment				
I.P.9	Assist provider with a patient exam				
I.P.10	Perform a quality control measure				
I.P.11	Collect specimens and perform:				
	a. CLIA waived hematology test				
	b. CLIA waived chemistry test				
	c. CLIA waived urinalysis				
	d. CLIA waived immunology test				
	e. CLIA waived microbiology test				
I.P.12	Provide up-to-date documentation of provider/professional-level CPR				
I.P.13	Perform first aid procedures				
	a. bleeding				
	b. diabetic coma or insulin shock				
	c. stroke				
	d. seizures				
	e. environmental emergency				
	f. syncope				

II. Applied Mathematics					
II.P.1	Calculate proper dosages of medication for administration				
II.P.2	Record laboratory test results into the patient's record				
II.P.3	Document on a growth chart				
II.P.4	Apply mathematical computations to solve equations				
II.P.5	Convert among measurement systems				
III. Infection Control					
III.P.1	Participate in bloodborne pathogen training				
III.P.2	Select appropriate barrier/personal protective equipment (PPE)				
III.P.3	Perform handwashing				
III.P.4	Prepare items for autoclaving				
III.P.5	Perform sterilization procedures				
III.P.6	Prepare a sterile field				
III.P.7	Perform within a sterile field				
III.P.8	Perform wound care				
III.P.9	Perform dressing change				
III.P.10	Demonstrate proper disposal of biohazardous material				
	a. sharps				
	b. regulated waste				
IV. Nutrition					
IV.P.1	Instruct a patient regarding a dietary change related to a patient's special dietary needs				
V. Concepts of Effective Communication					
V.P.1	Respond to nonverbal communication				
V.P.2	Correctly use and pronounce medical terminology in health care interactions				
V.P.3	Coach patients regarding:				
	a. office policies				
	b. medical encounters				
V.P.4	Demonstrate professional telephone techniques				
V.P.5	Document telephone messages accurately				
V.P.6	Using technology, compose clear and correct correspondence				
V.P.7	Use a list of community resources to facilitate referrals				
V.P.8	Participate in a telehealth interaction with a patient				
VI. Administrative Functions					
VI.P.1	Manage appointment schedule, using established priorities				
VI.P.2	Schedule a patient procedure				
VI.P.3	Input patient data using an electronic system				
VI.P.4	Perform an inventory of supplies				

VII. Basic Practice Finances					
VII.P.1	Perform accounts receivable procedures to patient accounts including posting:				
	a. charges				
	b. payments				
	c. adjustments				
VII.P.2	Input accurate billing information in an electronic system				
VII.P.3	Inform a patient of financial obligations for services rendered				
VIII. Third-Party Reimbursement					
VIII.P.1	Interpret information on an insurance card				
VIII.P.2	Verify eligibility for services				
VIII.P.3	Obtain precertification or preauthorization with documentation				
VIII.P.4	Complete an insurance claim form				
VIII.P.5	Assist a patient in understanding an Explanation of Benefits (EOB)				
IX. Procedural and Diagnostic Coding					
IX.P.1	Perform procedural coding				
IX.P.2	Perform diagnostic coding				
IX.P.3	Utilize medical necessity guidelines				
X. Legal Implications					
X.P.1	Locate a state's legal scope of practice for medical assistants				
X.P.2	Apply HIPAA rules in regard to:				
	a. privacy				
	b. release of information				
X.P.3	Document patient care accurately in the medical record				
X.P.4	Complete compliance reporting based on public health statutes				
X.P.5	Report an illegal activity following the protocol established by the healthcare setting				
X.P.6	Complete an incident report related to an error in patient care				
XI. Ethical and Professional Considerations					
XI.P.1	Demonstrate professional response(s) to ethical issues				
XII. Protective Practices					
XII.P.1	Comply with safety practices				
XII.P.2	Demonstrate proper use of:				
	a. eyewash equipment				
	b. fire extinguishers				
XII.P.3	Use proper body mechanics				
XII.P.4	Evaluate an environment to identify unsafe conditions				

Affective Competencies

A.1	Demonstrate critical thinking skills	Grade	Pass	Date	Int.
A.2	Reassure patients				
A.3	Demonstrate empathy for patients' concerns				
A.4	Demonstrate active listening				
A.5	Respect diversity				
A.6	Recognize personal boundaries				
A.7	Demonstrate tactfulness				
A.8	Demonstrate self-awareness				

Academic dishonesty will result in a grade of zero for the test/assignment in question and a possible grade of "F" for the course, and hence dismissal from the program.

Students not meeting course objectives academically or clinically will be notified. Student/instructor conferences will be scheduled to assist in future program planning and goal setting.

Students **must** comply with the rules, regulations and procedures of the College of DuPage, the MA Program, and the affiliating practicum facilities. Noncompliance will be grounds for dismissal from the MA Program.

Student Concerns

MA Program students are encouraged to share concerns/complaints pertaining to the MA Program with the MA faculty, MA Practicum Coordinator, and/or MA Program Director. Students should share concerns/complaints in a written manner. An action plan, with the student's participation will be developed and implemented to address the expressed concern/complaint.

If development and implementation of an action plan to address the expressed concern/complaint does not resolve the concern/complaint, the student and/or other constituencies is/are encouraged to share (a signed, written, narrative description of the concern/complaint) this with the MA Program Director. The action plan, with the student's and/or other constituencies' participation (encouraged, though optional), will be reassessed, revised and reimplementation will occur to address the expressed concern/complaint. If the reassessment, revision and reimplementation of the action plan

continue to be unsuccessful in resolving the concern/complaint, the student may share a signed, written, narrative description of the concern/complaint and request that the Dean of Health Science Programs assist with the resolution of the concern/complaint.

Medical Assistant Practicum

Students must attend practicum the semester immediately following the completion of classroom coursework. Students will be assigned a practicum site by the Practicum Coordinator. No guarantee will be made concerning the location of the student's clinical practicum. Students must complete a minimum of 180, unpaid, supervised hours prior to graduation. Students must attend the medical office to which they are assigned a **minimum** of three days per week and twenty hours per week. Practicum hours are scheduled at the convenience of the mentoring site. No set days or hours can be guaranteed. Students must provide their own transportation to and from the medical office. Neither the College of DuPage, nor any of its clinical affiliates, accepts liability for the student during any travel to or from the practicum site or the College of DuPage. Practicum sites are located throughout the greater Chicago metropolitan area, both within and outside the boundaries of District #502.

Before a student is allowed to begin a practicum experience, the following must be complete:

- a) **Professional/Malpractice Liability Insurance:** Each student will be required to carry a professional medical malpractice liability insurance policy during the time that he/she is in clinical site placements. Coverage is available through the College of DuPage and is included in the tuition of the clinical courses as fee. This premium is currently \$52, but is subject to change, coverage is good for 12 months after purchased. The policy expires upon graduation from the MA Program.
- b) **Health Requirements:** All students accepted into the MA Program must submit proof they have met all health requirements before beginning any practicum experience. **We cannot guarantee placement at practicum site if you are not fully vaccinated including COVID 19.** Most Practicum sites do not allow any exceptions for COVID 19 vaccination.
- c) Health requirements are often updated. Access the most up to date information here: https://www.cod.edu/admission/health_science/pdf_health/healthrequirements.pdf
- d) **Medical/Health Insurance:** Students are responsible for their own medical care and will submit proof of medical insurance coverage before attending any practicum assignment.
- e) **CPR Certification Card:** Level C for Health Professionals required before beginning any practicum assignment.
- f) **Criminal Background Check:** required before attending any practicum assignment. Practicum sites set the terms of what they may or may not accept on a criminal background check. If a student has been convicted of a felony, practicum facilities may or may not allow a practicum experience. Practicum sites will be notified of conviction to determine if student may attend practicum. Students may not be

allowed to take the certification exam with a felony conviction. Students convicted of a felony may request a waiver to take CMA/RMA exam.

f) **Signed Policy for Informed Consent/Blogging and Social Networking Policy** g) **Signed Policy for Professional Clinical Conduct** must be on file before any practicum assignment

h) **Transportation:** Students are responsible for providing their own transportation to and from the practicum site.

Responsibilities of the Student Participating in a Clinical Practicum

All students are responsible for the following:

- a) preparing a resume to submit to practicum site for review
 - a. site may request an interview prior to accepting student
- b) registration (tuition paid) for the practicum course prior to starting date,
- c) contacting practicum site to which he/she has been assigned to confirm the practicum experience in advance of the starting date,
- d) complying with all policies and procedures of the practicum site, including prompt notification of student absences,
- e) fulfilling duties and assignments made by the MA Practicum Coordinator within the time limit specified,
- f) keeping practicum site and educational program apprised of his/her current address and telephone number in case of an emergency,
- g) maintaining HIPAA and confidentiality standards at all times during practicum assignments, and
- h) maintaining standard precautions at all times during practicum assignments.

Dress Code for the Practicum:

Students will dress and present themselves in a **professional and conservative** manner. Practicum sites may require scrub jackets or scrubs in a specific color. Check with practicum for details before purchasing. If not sure about the appropriateness of an item of clothing, ask office manager. Practicum sites reserve the right to send any student home if the student fails to dress appropriate and/or professional.

Practicum Discipline Procedure

Students may be disciplined for violating any practicum requirements or site policies. In that case the student may appeal that disciplinary action to the Health Sciences Program Professional Conduct Review Board. If the appeal is related to suspension or dismissal from the clinical practicum, the student will not be permitted to participate in the clinical practicum during the appeal process. Any appeal must be made in writing within 10 days of the discipline imposed.

A student who withdraws or is dismissed from the clinical practicum will not complete the program and is not guaranteed readmission to the program. Because some MA Program courses are only offered once per year in an orderly sequence, students may have to wait one year to continue in the program if they are readmitted.

Student Employment

Students may accept employment in a medical facility outside the required practicum for compensation if it does not interfere with curricular studies including any practicum assignment.

All students must have the following signed forms on file upon admission to the MA program:

Informed Consent,
Policy for Professional Conduct,
Social Networking Policy,
Medical Assistant Program Completion Planning Form

Policy for Professional Conduct

All students **must** have a signed acknowledgment of the *Policy for Professional Conduct in Classrooms, and at Laboratory/Clinical Sites* and it must be on file with the MA Program upon admission and again before attending any clinical component. The *Policy for Professional Conduct* appears on Nursing and Health Science web page.

Informed Consent Medical Assistant Program College of DuPage

- 1) I understand that the Medical Assistant Program at the College of DuPage will include academic and clinical/laboratory work performed in the classroom, laboratory, and other medical facilities and will include direct care of, or exposure to, clients with a variety of illnesses and diseases, and will include the handling of and/or contact with human bodily fluids and tissues. I therefore understand that I may be exposed to disease carrying bacteria and microorganisms as well as blood borne pathogens.
- 2) As a student in this program, I consent to participate in human subject demonstrations and practice in the classroom, laboratory and clinical facilities as part of the educational process.
- 3). As a student in the program I agree to develop a portfolio of all student work and agree to have my work collected and held by MA faculty as part of the educational process.
- 4) I permit the MA Program to release my name, address, and phone number(s) to the practicum sites affiliated with the program, to facilitate communication in planning my

practicum experiences. I agree to keep the program and practicum sites apprised of any changes in this information.

5) I authorize the MA Program to release any information about me that may be pertinent to prospective employers or agencies offering scholarships.

Name (please print)

Signature

Date

COLLEGE OF DU PAGE
MEDICAL ASSISTANT PROGRAM

BLOGGING AND SOCIAL NETWORKING POLICY

Students should avoid all discussion of personalities, etc. involving physician and staff personnel. Discussion of problems, issues, or negative experiences encountered in the medical office should not be given on any social network.

The following are guidelines that should be followed when creating blogs, commenting on a blog, creating a LinkedIn profile, using FaceBook, MySpace, or Twitter and/or engaging in any other social networking, including contributing to or through any of the other online media.

PERSONAL EXPRESSION

Personal Blogs and social networking contain the views of a particular student, not the views of the college or clinical; however readers may not immediately appreciate this concept. Students are discouraged from discussing clinical/practicum experiences while using social networking sites.

PROTECT CONFIDENTIAL/TRADE SECRET INFORMATION

When posting blogs and/or contributing to or through any social networking site, students must refrain from disclosing confidential, proprietary, sensitive and/or trade secret information of the clinical/practicum and third parties.

BE RESPECTFUL AND EXERCISE COMMON SENSE

All blogs and social networking contributions must comply with Medical Assistant Program policies, including the programs code of conduct and College of DuPage policies and procedures. When posting to your blog and/or contributing to or through any social networking site, be respectful of others. Assume co-workers and future employers are reading your blogs and contributions.

The Medical Assistant Program will determine, in its sole discretion, whether a particular blog or social networking use violates the programs policies. As will all other policies, violation of this policy may result in discipline, up to and including dismissal from the program.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read and agree to comply with the terms of this policy outlining understanding of my responsibility to the Medical Assistant Program with regards to social networking. I understand that violation of this policy may result in disciplinary action up to and including dismissal from the program.

Student Signature

Date

Medical Assistant Certificate Program Requirements

**Anatomy & Physiology 1500 or higher (A&P 1551 & 1552 or 1571 & 1572) 4 - 8 credit hours

** Health Science 1110 - Biomedical Terminology 3 credit hours

* Computer Information Systems 1110 or Higher 2 credit hours

Psychology 1100 3 credit hours

Medical Assistant 1125 – Intro to Medical Assisting 1 credit hours

Medical Assistant 1131 – Administrative Procedures 2 credit hours

Medical Assistant 2235 – Diagnostic Procedures 3 credit hours

Medical Assistant 2233 - Pathophysiology for Medical Assistants 3 credit hours

Medical Assistant 2211 - Legal Aspects in Health Care 3 credit hours

Medical Assistant 1133 – Practice Finance for Medical Assistants 3 credit hours

Medical Assistant 2237 - Assisting with Medical Specialties 3 credit hours

Medical Assistant 2239 - Medical Assistant Clinical Procedures 3 credit hours

Medical Assistant 2245 - Workplace Development 2 credit hours

Medical Assistant 2253 - CMA prep 1 credit hour

Medical Assistant 2250 - Medical Assisting Practicum 3 credit hours

MA Certificate: MA Core Courses 39 credit hours

**One of these classes must be completed with a “C” or higher before registering for the MA program.

*Class must be completed with a “C” or higher before registering for the MA program.

Medical Assistant Degree Program Requirements

***English 1101 or 1105 3 credit hours

***Speech 1100, 1120 or 1150 3 credit hours

**Health Science 1110 - Biomedical Terminology 3 credit hours

**Anatomy & Physiology (A&P) 1500 or higher (A&P 1551 & 1552 or 1571 & 1572) 4-8 credit hours

***Math 1102 or higher 3 credit hours

Psychology 1100 3 credit hours

*Computer Information Systems 1110 or higher 2 credit hours

Humanities and Fine Arts (see AAS degree requirements) 3 credit hours

Medical Assistant 1125 – Intro to Medical Assisting 1 credit hours

Medical Assistant 1131 – Administrative Procedures 2 credit hours

Medical Assistant 2211 - Legal Aspects in Health Care 3 credit hours

Medical Assistant 2235 – Diagnostic Procedures 3 credit hours

Medical Assistant 2233 - Pathophysiology for Medical Assistants 3 credit hours

Medical Assistant 1133 – Practice Finance for Medical Assistants 3 credit hours

Medical Assistant 2237 – Assisting with Medical Specialties 3 credit hours

Medical Assistant 2239 - Medical Assistant Clinical Procedures 3 credit hours

Medical Assistant 2245- Work Place Development 2 credit hours

Health Science 2253- CMA Prep 1 credit hour

Medical Assistant 2250 - Medical Assisting Practicum 3 credit hours

Medical Assistant A.A.S. Degree Credit Hours 64 - 71 credit hours

Program Electives – Students must complete the required amount of elective courses in order to

reach 64 credit hours for the A.A.S. Degree

*Class must be completed with a “C” or higher before registering for the MA program.

**One of these classes must be completed with a “C” or higher before registering for the MA program.

***General education requirements

Students may complete course work on a full or part time basis. Course work must be completed within **6 Semesters**.

Graduation

Upon completion of the MA program, students must petition to graduate by completing appropriate documents and submitting to the Record's Office online.