

Medical Assistant (420)

ASSOCIATE OF APPLIED SCIENCE

About Our Program

The Associate Degree of Applied Science in medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of MAERB (Medical Assistant Education Review Board)

Commission on Accreditation of Allied Health Education Programs

1361 Park Street Clearwater, FL 33756

727-210-2350 www.caahep.org

When students have completed the curriculum for medical assisting including a 160 hour unpaid externship, the student will be eligible for national certification through the AAMA (American Association of Medical Assistants) which offer the CMA (certified medical assistant) credential or through the AMT (American Medical Technologist) which offer the RMA (registered medical assistant) credentials.

Program Outcomes

Cognitive: Students will display knowledge of the clinical and administrative medical assistant scope of practice.

Psychomotor: Students will demonstrate safe and effective care of patients across the life span.

Affective: Students will model reset and professional behavior required for the medical assistant role while developing and fostering a spirit of inquiry.

Nature of Work and Employment

Demand for medical assistants is expected to far exceed supply in the next few years. In fact, locally, there is already a shortage of these workers, as reported by local human resource executives. These workers are highly desirable in clinic settings, with multiple technical skills which provide flexibility to clinical managers and frees up nursing staff for higher level activities. Statewide projections are also dramatically good for this occupational group, with most employment occurring in physician's offices, hospitals, and offices of other health care providers (nurse practitioners, etc.).

Special Considerations

Students entering the health care professions (i.e. nursing, medical assistant) must have a positive attitude about the importance of the work that they are being prepared to do. In part, a professional attitude involves personal integrity, the use of positive communication techniques, flexibility in regards to clinical assignments, and taking on a leadership role when necessary.

Physical Demands

The physical demands described below are representative of those that must be met by the student to successfully perform the essential functions of both the job requirements of a phlebotomist and the required clinical experiences of a student. While performing the duties of the class/job, the student is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; talk; and hear. The student is frequently required to sit, reach with hands and arms, stoop, kneel, crouch, and/or crawl. The student must regularly move up to ten pounds, frequently lift and/ or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds or more.

Program Contacts

Call Highland at 815-235-6121 for the following program contacts:

- Dean of Nursing and Allied Health, 815-599-3439
- Alicia Kepner, Medical Assistant Faculty, 815-599-3439
- Beth Groshans, Student Advisor, 815-599-3483

To be considered for the program, Students must have:

1. A completed high school diploma or General Education Diploma (GED) on file with the admissions department.
2. Official transcripts from all colleges attended must be submitted to the Admissions Department and an unofficial copy to the Nursing/Allied Health Department.
3. HCC placements test results indicating that the applicant does not need any reading development course, does not need any math course below MATH 158, and does not need any English communication course below ENGL 121. Successful completion of appropriate courses will satisfy any deficiencies identified by placement tests.
4. The student's Grade Point Average (GPA) must be a 2.5 or higher. Some prerequisite courses may be in progress at the time of application. Students are not admitted until all prerequisite courses are successfully completed. All prerequisite and support courses must be completed with at least the grade of "C" or better.
5. Complete program entrance exam.
6. Submit application & other admission requirements to the Coordinator of Nursing & Allied Health by May 1.

**Program requirements are subject to change. For the most current admission criteria see our web page.

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Admission to the Medical Assistant Program

All students are required to attend a mandatory medical assistant information session in order to apply; dates, times, and locations are listed on our website. The admission process is designed to admit students who are most likely to be successful in the academically challenging medical assistant curriculum and to do so in an impartial manner. The process includes prerequisite requirements and an admission procedure. It is strongly recommended that all students see their student advisor to develop a personal academic plan for completing prerequisite course requirements.

Students may earn a certificate in Medical Assisting (428) or complete the support courses and earn an Associate of Applied Science in Medical Assisting. Please contact and advisor for more information.

1. A Request for Admittance into the MA Program must be received by May 1 by the Coordinator of Nursing & Allied Health to be considered for admission to the MA Program.
2. When the Request for Admittance is received and application materials and entrance exam results are on file, the selection committee (Associate Dean of Nursing and Allied Health and faculty) will make the decision regarding admission. The applicant will be notified of the committee's decision by U.S. Mail. Incomplete folders will not be reviewed.
3. Applicants who are not selected may reapply the succeeding year, but need to attend an additional information session to hear about new changes. Individuals may take the entrance exam up to two (2) times per application year.
4. All individuals are welcome to apply for the Highland Community College Medical Assistant Program, but we accept all in-district students who qualify and meet our criteria first. If there is space available, out-of-district applicants will be reviewed for admittance into the program. For the MA program, in-district is defined as "students who meet the residency requirements and/or work 20 or more hours a week in our district.

Program Support Courses

20 Credit Hours

BIOL	120	Foundations of Anatomy and Physiology	5
ENGL	121	Rhetoric & Composition I	3
PSY	161	Introduction to Psychology	3
ITHC	101	Medical Terminology I	1
ITHC	102	Medical Terminology II	1
ITHC	102	Medical Terminology III	1
SPCH	191	Fundamentals of Speech Communication	3
INFT	180	Introduction to Information Systems	3

Core Curriculum

40 Credit Hours

NURS	108	Phlebotomy Techniques	4
NURS	120	Medical Assistant Clinical Procedures I	5
NURS	121	Medical Assistant Clinical Procedures II	6
NURS	122	Medical Assistant Seminar	3
NURS	123	Medical Assistant Externship	6
NURS	125	Electronic Health Records	2
NURS	126	Administrative Procedures in Health Care	5
NURS	184	Nutrition and Diet Therapy	2
NURS	289	Legal and Ethical Issues of Health Care	3
NURS	103	Pharmacology	2
NURS	188	Pathophysiology	2

Total Credit Hours =

60

- Please note that core Medical Assistant classes designated with the NURS prefix follow a different grading scale requiring an 80% to successfully complete the course and continue on in the Medical Assistant program.
- The curriculum is planned sequentially so that if a student drops, withdraws from, or fails any core course, he/she will need to withdraw from the Medical Assistant Program.