

Medical Assisting (A.A.S.)

Curriculum Code: 1967

Semester Hours Required for Graduation: 64

PROGRAM GOALS:

Medical Assistants are multi-skilled and versatile members of the allied health profession who perform a variety of routine administrative and clinical tasks in physicians' offices, clinics, hospitals, pharmaceutical companies, laboratories, and other healthcare settings. Since they are able to work on both the administrative and clinical side of a variety of health care facilities, medical assistants are viewed as vital members of the health care team.

A medical assistant's administrative duties may include using computer applications, scheduling appointments, updating and filing patient medical records, coding and filling out insurance forms, billing, bookkeeping, and arranging hospital admission and lab services.

Clinical duties include taking vital signs, collecting and preparing laboratory specimens and tests, drawing blood, taking ECGs, and sterilizing instruments.

PROGRAM LEARNING OUTCOMES:

Upon completion of this program, students will be prepared to work in doctors' offices, clinics, and other health care facilities and do the following:

- Schedule appointments, maintain office records, prepare billing and insurance forms;
- Communicate doctors' orders for prescriptions to pharmacies;
- Follow established protocols, prepare patients for examination, and perform patient screening such as recording vital signs;

- Assist in the preparation of space and equipment used in routine procedures and minor surgery;
- Assist the physician with patient care, the performance of venipuncture, ECG, and CLIA-waived hematology, chemistry, urinalysis, and immunology testing;
- Define the professional role and scope of practice of a practicing medical assistant;
- Understand and describe the professional, ethical, and legal responsibilities and limitations of the medical assistant's role.

ACADEMIC PREPARATION:

1. All Medical Assisting program applicants must take the College placement test in accordance with Admissions requirements stated on pages 16-20.
2. Admission into the Medical Assisting program requires the ability to begin EN 101 and MA 102, MA 103, or MA 110.
3. Additionally, all Medical Assisting applicants must take the reading placement test and achieve a score indicating college-level status.

ADDITIONAL REQUIREMENTS:

1. Motor skills and dexterity: In order to be successful in the Medical Assisting program, students must have sufficient physical strength and coordination to be able to assist patients and the physician in a number of routine procedures. Students must also have the dexterity to perform activities using a variety of equipment and instruments.
2. Academic standing: Students must maintain a minimum grade of "C" in these courses in the major (AH 106, AH 108, AH 109, AH 201, AH 202, BI 112, BI

115) and must receive a passing grade in all other coursework. Courses in the major may be repeated once if minimal grades are not attained.

3. Professional conduct: Medical Assisting students must demonstrate the ability to communicate effectively and sensitively both in oral and written form with a patient and other members of a health care team. The department reserves the right to immediately remove the student from any course and/or dismiss that student from the program if it is determined that the student has acted in an unprofessional manner or if the student is unable to abide by safe laboratory practices.
4. Externship: The student will complete an externship in a healthcare facility and is responsible for all transportation to the externship site.
5. Certification in CPR/First Aid: Students must have current certification in CPR/First Aid at the time of their externship (AH 203).
6. Health Assessment: Students should be in good health to safely participate in the Medical Assisting program. A medical health examination is required of all Medical Assisting students within a three-month period prior to their externship and must be submitted to the College Nurse. Students will be notified of the due date for the health assessment report at the time of registration. Students with missing or incomplete health assessment reports will not be permitted to attend their externship until completed.
7. Immunizations: In addition to the College immunization requirements, we recommend that students handling body fluids be vaccinated against Hepatitis B. Students must be tested for TB (PPD test) within a three-month period prior to their externship. Furthermore, the NYS

Department of Health mandates that all students participating in their externship receive the influenza vaccine or, if declined, that they wear a mask when at the externship site.

8. Background checks and drug screening test: Externship sites require a background check and drug testing. Students are responsible for all related fees. Any student unable to pass a background check and/or drug screening test will not be allowed to continue in the Medical Assisting program.

LIBERAL ARTS REQUIREMENTS

21 Semester Hours

BI 112	Human Biology I	3
EN 101	English Composition	3
EN102	Composition and Literature	
	<i>or</i>	
EN 105	Technical Writing	3
HU ELE	Humanities Elective	3
MA ELE	Math Elective	3
PY 101	General Psychology	3
SL ELE	Social Science Elective	3

PROGRAM REQUIREMENTS

43 Semester Hours

AH 106	Medical Assisting I	4
AH108	Medical Assisting II	2
AH 109	EKG	2
AH 201	Medical Assisting III	4
AH 202	Pharmacology	3
AH 203	Medical Assisting Externship	3
BI 115	Human Biology II	3
BU 125	Medical Office Procedures	3
BU 126	Medical Billing	3
BU 129	Medical Terminology	3
BU 132	Medical Coding	3
CE 101	College Experience	1
CI 105	Computer Applications	3
CO 102	Interpersonal Communication	3
HE 201	First Aid & Safety	3
Minimum Credits		64

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SUGGESTED PROGRAM SEQUENCE

1st Semester

AH 106	Medical Assisting I	4
BI 112	Human Biology I	3
BU 129	Medical Terminology	3
CE 101	College Experience	1
EN 101	Composition	3
MA ELE	Math Elective	3
Total		17

2nd Semester

AH 108	Medical Assisting II	2
AH 109	EKG	2
BI 115	Human Biology II	3
BU 126	Medical Billing	3
CI 105	Computer Applications	3
HE 201	First Aid & Safety	3
Total		16

3rd Semester

AH 201	Medical Assisting III	4
AH 202	Pharmacology	3
BU 125	Medical Office Procedures	3
CO 102	Interpersonal Communication	3
PY 101	General Psychology	3
Total		16

4th Semester

AH 203	Medical Assisting Externship	3
BU 132	Medical Coding	3
EN102	Composition and Literature <i>or</i>	
EN 105	Technical Writing	3
HU ELE	Humanities elective	3
SL ELE	Social Science Elective	3
Total		15