

MEDICAL ASSISTANT

ASSOCIATE OF APPLIED SCIENCE DEGREE



The Midstate College Associate of Applied Science Degree in the Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org), upon recommendation of the Medical Assisting Education Review Board (MAERB). The goal of the program is to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for employment in healthcare facilities such as clinics and private physician offices.

The curriculum offers training in medical office administration and clinical tasks with a substantial base in general education subjects. Medical office administrative topics include reception management, telephone procedures, appointment scheduling, bookkeeping, billing and collection, banking procedures, insurance claim processing using correct CPT and ICD-10-CM codes, and maintenance of medical records, some of which are computerized. Clinical topics include, but are not limited to: vital signs; patient preparation for exams; assisting the physician with examinations, treatments, and surgeries; use of sterile techniques; electrocardiography; care of instruments and equipment; compliance with OSHA regulations; health provider CPR and first aid; wound dressing; specimen collection, including venipuncture and capillary sticks, urinalysis, and other diagnostic tests in compliance with CLIA regulations. General education topics include oral and written communications, introductory psychology, computer applications, mathematics, and development of job seeking skills.

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

Program Objectives:

Upon completion of this program, the graduate will be able to:

1. define and demonstrate professionalism.
2. demonstrate correct grammar, spelling, and computational math skills.
3. perform medical office administrative duties.
4. perform medical office clinical duties following OSHA guidelines.
5. apply ethical and legal issues related to healthcare.
6. provide healthcare instructions to patients.
7. demonstrate understanding of medical practice reimbursement.
8. perform skills needed for safety in office and community.
9. keyboard at 35 wpm with 5 or fewer errors.

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Major:	Quarter Hours:
ACC101 Financial Accounting I	4
AH120 Human Anatomy and Disease	4
AH125 Basic Principles of Medical Assisting	4
AH145 Clinical Procedures I	4
AH150 Administrative Medical Assisting	4
AH165 Clinical Procedures II	4
AH200 Medical Office Procedures III	4
AH205 Clinical Procedures III	4
AH220 Medical Office Procedures IV	4
AH225 Clinical Procedures IV	4
AH250 Medical Assistant Externship	4
BUS245 Customer Satisfaction Strategies	4
HI105 Medical Terminology	4
HI225 Healthcare Law and Ethics	4
HI210 Pathopharmacology	4
KEY109 Keyboarding Applications	4
Total Hours	64

General Education:	Quarter Hours:
AH155 Mathematics for Medications	4
CIS114 Computer Usage and Software Applications	4
ENG109 Principles of Speech	4
-or-	4
ENG120 Interpersonal Communications	4
ENG111 Business Communications	4
ENG116 Composition	4
HUM110 Human Potential	4
HUM201 Professional Development	4
PSY140 Introduction to Psychology	4
- or -	4
SOC100 Introduction to Sociology	4
Total Hours	32

Total Hours Required for Degree 96

Medical Assistant Program Requirements:

- All candidates for admission must pass the College's entrance examination requirements. Each candidate for admission is considered individually on merit and potential.
- Medical Assisting students must be able to meet all the technical standards for functioning of a medical assisting student, as described in the Medical Assisting Handbook, and to complete competency-based educational goals required by CAAHEP. Written request for accommodation must be made to Midstate College.
- Health Documentation Requirements will be required prior to any clinical. Please see current Student Handbook for Medical Assisting. Clinicals involving invasive procedures require 100 percent of health requirements completed. Health Documentation Requirements include:
 - a current physical exam performed and signed by an M.D., D.O., P.A., or A.P.R.N. on our form.
 - a two-step TB skin test that if positive is followed by chest x-ray and medical clearance.
 - proof of three Hepatitis B vaccine immunizations.
 - proof of two MMR immunizations or a rubella titer (unless born before 1958).
 - proof of two varicella immunizations or titer.
 - proof of adult pertussis immunization.

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Some students may need additional immunizations and lab work prior to attending an extern site. All health requirements will be obtained at the student's expense. The physical, TB skin test, MMR, Varicella, and Pertussis should be obtained prior to enrolling in AH145. No student will be registered for AH165, AH205, AH225, or AH250 without the completion of all health requirements. Students with immune disorders or religious objections will need to see the program director. Any change in health status noted by the student, doctor, or program director will require a health release or physical update form completed by a physician. The health requirements are all at the student's expense. Any change in health status (as determined by the program director) will require a release from a physician or updated health form.

4. Clinical Procedures and Medical Office Procedures classes have a professionalism competency including a dress code and minimum attendance requirements which students must earn 70 percent to pass the course. Failing any competency means course failure.
5. Externship experiences may require that students complete lab and drug testing, financial, and/or additional background checks at the student's own expense. Most facilities will require a criminal background check and/or financial bonding. Many extern sites will require a current influenza immunization, nicotine testing and other health-related tests before accepting a student as an extern. Students should expect to sign and uphold confidentiality statements. Hours and site of externships cannot be guaranteed. There are no night or weekend externships available. The college exit survey must be satisfactorily completed.
6. All Medical Assistant A.A.S. Degree students are invited to enroll as a student member in the American Association of Medical Assistants (AAMA). The dues can be incorporated into the student's financial aid package. Questions should be directed to the Department Director.
7. Graduation Requirements:
 - a. A grade of "C" or better must be achieved in all courses to be eligible to graduate.
 - b. Students must have a keyboarding speed of 35 wpm with 5 or fewer errors.
 - c. Proof of current CPR and First Aid training, keyboarding competency, and satisfactory health status must be verified to complete externship. The externship requires participation in an exam which may award the credentials of Certified Clinical Medical Assistant to the student after graduation.
 - d. The department assessment process and survey must be satisfactorily completed.
8. Graduates of the A.A.S. in Medical Assistant are eligible for the American Association of Medical Assistant's national certification examination. Midstate College will reimburse the enrollment fee for the C.M.A. test if the student passes the exam and is awarded the certification within one year of graduation. Questions regarding the C.M.A. exam can be addressed to the A.A.M.A. 800.228.2262. Questions regarding the R.M.A. exam can be addressed to the A.M.T. 847.823.5169. Information on both national examinations is available through the program director.
9. Students re-entering the program may be required to take AH248 and/or AH249 if it has been more than two years since completing Medical Office Procedures or Clinical Laboratory Procedures courses.
10. Medical assisting applicants will be required to have an Illinois State Police background check. Those persons identified on the list will need to meet with the program director prior to admission. The cost of the background check is paid by the student.
11. Students may be required to pay a separate proctoring fee for testing completed off campus.

Gainful Employment Disclosure: Medical Assistant, Associate of Applied Science Degree

This program has not passed standards established by the U.S. Department of Education. The Department based these standards on the amounts students borrow for enrollment in this program and their reported earnings. If in the future the program does not pass the standards, students who are then enrolled may not be able to use federal student grants or loans to pay for the program, and may have to find other ways, such as private loans, to pay for the program.

Important information about the educational debt, earnings, and completion rates of students who attended this program:
<https://www.midstate.edu/programs/disclosures/MA>