Medical Assistant

Holland code family: Helpers

Certificate of Completion

www.roguecc.edu/Counseling/HollandCodes/test

About the Program

Medical assistants are health care practitioners qualified by education, experience, and examination to assist doctors in the performance of patient care, examination, and documentation. These multi-skilled practitioners, under the supervision of a physician, perform or assist in taking patient vitals, front office medical administrative tasks, back office clinical procedures, and ECG testing. Medical assistants are the face of medical offices and are often the first people with whom patients come into contact. They may perform basic medical coding and billing, scheduling, and patient flow and triage. Other duties may include waive testing, phlebotomy and specimen collection. Medical assistants are responsible for recording patient information into the electronic medical records systems and must be able to master various computer software programs.

Successful completion of this three-term program prepares students to be eligible for the Certified Medical Assistant (CCMA) exam through the National Healthcareer Association (NHA), or other national medical assisting accrediting agencies, and the American Society of Clinical Pathologists (ASCP) phlebotomy certification exam. Since January 2015, most medical practices require medical assistants to have a national certification. The phlebotomy certification is not required but will strongly improve employability. The curriculum for the program is based on the standards and guidelines for the CMA and ASCP phlebotomy certifications, which can be reviewed on the following websites: NHA www.nhanow.com and ASCP www.ascp.org/. Students attend classes as part of a cohort structure and most courses will be offered online or in the evening.

The U.S. Department of Education requires disclosure of specific information about career and technical certificate programs to prospective students. Data includes Standard Occupational Classification (SOC) codes, graduation rates, tuition and fees, typical costs for books and supplies, job placement rates for students completing the programs, and median loan debt incurred by students completing the programs. For more information visit www.roguecc.edu/GainfulEmployment

Entry Requirements/Application Process

This is a competitive-entry program because of limited clinical space in medical offices as well as the delicate balance of job opportunities in medical assisting. Enrollment is limited. Students are required to complete the Placement Process to determine skill level and readiness in math, reading, and writing. As part of their training program, students must begin with the courses within their skill level as determined by the results of their placement assessment. In addition, students may also be required to enroll in classes that would increase their employability and success. Cohort students must meet certain minimum academic requirements (CS120, MTH60 or MTH63, and WR115 or designated placement test scores) before the program start date.

Program admission occurs two times per year. Visit www.roguecc.edu/alliedhealth/ma for program application details. Students must show evidence of beginning the Hepatitis B immunization series during the first term or sign a waiver acknowledging the risk factors involved without the immunization. They must complete all health and immunization requirements and background check prior to starting the program, and a drug screen prior to starting practicum experience. This screening process is through Certified Background and has an associated fee. Contact the Allied Health Department for more information.

Advanced Standing

Coursework from accredited colleges and universities will be accepted in accordance with college policies and the program coordinator's recommendation. In order to ensure coursework is current, program courses over seven years old must be reviewed and approved by the appropriate department coordinator before being accepted toward core requirements. College Now credit earned in conjunction with local high schools will be accepted in accordance with the current agreement.

Graduation Requirements

These requirements apply only to Medical Assistant students admitted to the program during the current academic year. The program of study, graduation requirements, and courses are under constant review and are subject to revision. Students contemplating admission in a later year may have different requirements and must obtain the graduation guide or catalog for that year. Students must complete all courses on this graduation guide with a grade of "C" or better to continue in and complete the program and receive their certificates. If certain required courses are graded only on a pass/no pass basis, a grade of "P" for these courses indicate a student earned a the equivalent of a "C" or better grade.

What skills will you learn?

Visit http://go.roguecc.edu/department/program-learning-outcomes.

What are the employment opportunities?

Visit http://www.roguecc.edu/GainfulEmployment.

Prerequisites

Course No.	Course Title	Credits
CS___	Approved 3-4 credit computer science class, CS120 or above or documented computer proficiency [1]	0-4
HE252	First Aid/CPR or	
	HE261 CPR/Basic Life Support Provider and	
	HE112 Emergency First Aid [2]	2-3
MTH63	Applied Algebra I or	
	MTH60 Fundamentals of Algebra I or designated placement test Score	0-4
WR115	Introductory to Expository Writing or	
	BT113 Business English I or higher level composition class or	
	designated placement test score	0-4
Total Prerequisite Credits		**2-15**

Required Core Courses

Course No.	Course Title	Credits
First Term		
AH100	Medical Terminology: Introduction	3
AH101	Medical Assistant: Administrative	3
AH102	Medical Assistant: Clinical	3
AH123	Legal and Ethical Issues for Medical Personnel	2
BI100SB	Biology of Human Body Systems [3]	3
———	Approved program elective(s)	0-3
		14-17
Second Term		
AH103	Medical Assistant: Specialty	3
AH104	Phlebotomy	3
AH105	Communication and Professional Behavior	2
AH110	Medical Terminology: Clinical	3
AH170	Medical Assistant Practicum and Seminar	4
		15
Third Term		
AH171	Medical Assistant Practicum and Seminar	8
EMS160	Electrocardiogram (ECG) Interpretation	2
EMS165	Introduction to Pharmacology for Health Occupations	2
		12
TOTAL PROGRAM CREDITS		**41-44**

Approved Program Electives

(0-3 credits allowed):

Course No.	Course Title	Credits
BT111	Conflict Management	2
CG144	Introduction to Assertiveness	1
CG155	Exploring Careers in Health Care	3
HCI120	Introduction to the Health Care Industry	3
MTH64	Pharmacy Calculations	2
SP100	Basic Communication	3
SRV101	Service Learning	1
WR110	Understanding English Grammar	2

[1] Successful completion of CS120 or otherwise meeting the proficiency requirement within the last 10 years fulfills this requirement. Contact a computer science advisor to help determine placement.

[2] American Heart Association (AHA) certification must remain current for the duration of the program.

[3] Students who have completed either BI121 and BI122 or BI231, BI232, and BI233 (the entire sequence of either series) with an equivalent "C" or better grade do not need to take BI100SB.

For more information regarding the program and selection process, contact the Allied Health Occupations Department:

Grants Pass or Medford. 541-245-7841

Toll free in Oregon . . . . .800-460-6766, Ext. 7841

email . . . . alliedhealth@roguecc.edu

Web address . . . . .www.roguecc.edu/AlliedHealth/MA

TTY . . . . .Oregon Telecom Relay Service, 711

This advising guide is for advising purposes only. Please see current college catalog for additional information on specific college policies and graduation requirements.

RCC is an open institution and does not discriminate. For RCC's non-discrimination policy and a full list of regulatory specific contact persons visit the following webpage: www.roguecc.edu/nondiscrimination.

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Rogue Community College