

MEDICAL ASSISTING

Health Career Admissions
Program Code: G.MAS.CER

Certificate

Graduation requirement — 24 semester hours

The Medical Assisting Program prepares students to act as a liaison between the physician and the patient. Medical assistants are skilled healthcare workers who demonstrate their knowledge in both clinical and administrative areas. In the administrative area, typical tasks include medical records management, and patient scheduling. Clinical tasks include taking vital signs, EKGs, venipuncture, administering medications and immunizations, sterile instrumentation, and point of care testing. Medical assistants primarily work in outpatient settings but may work in hospitals, medical billing companies, or any place office skills and medical knowledge merge. The Medical Assisting Program is approved by the American Registry of Medical Assistants, www.arma-cert.org and the National Healthcareer Association, www.nhanow.com. Upon completion, students will be eligible to sit for the National Healthcareer Association (NHA) certification exam. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Program Notes

- This is a selective admissions program. See the selective admissions information page for information regarding admission, progression, and graduation.
- To be admitted to the program, students must have current placement out of MAT 059, and place into ENG 099 and CCS 098.
- Students who are non-native speakers of English must establish English proficiency through:
 - Minimum TOEFL iBT scores in reading, listening, speaking, and writing: 18-18-22-20; *or*
 - Minimum IELTS scores in reading, listening, speaking, and writing: 6-6-6.5-5.
 - TOEFL is waived for graduates from ECNA who are currently employed as a Nurse Assistant.
- Students must complete the program in four sequential semesters. A student who has been out of the program more than two years after completing MAS 135 will need to meet with the program director, reapply for selective admissions, and reassess competency in all MAS courses through cognitive and/or psychomotor evaluations.
- To remain in the program and/or progress in the program and graduate, students must complete all required affective and psychomotor competencies which are part of the core curriculum. Students must maintain a 2.5 PGPA, pass the competencies at 80% and follow all program ethical criteria as outlined in the student handbook.

Suggested Full-time Sequence

<i>1st Semester</i>	<i>2nd Semester—</i>	<i>2nd Semester—</i>
MAS 116	<i>First 8 weeks</i>	<i>Second 8 weeks</i>
MAS 135	MAS 156	MAS 170
MAS 155	MAS 158	
HCS 154	HCS 151	
HCS 174	HCS 153	
	HCS 173	

Required Program Courses (24 hours) Cr. Hrs.

HCS 151	Health Care Records Management	2
HCS 153	Phlebotomy Skills	1
HCS 154	Medical Terminology	3
HCS 173	Applied Electrocardiography	1
HCS 174	Legal Issues in Health Care	1
MAS 116	Point of Care Testing	2
MAS 135	Introduction to Medical Assisting	5
MAS 155	Pharmacology for Medical Assistants	2
MAS 156	Aseptic Technique	2
MAS 158	Administration of Medication	2
MAS 170	Medical Assisting Practicum	3

Total Semester Credit Hours 24