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 screening. Other duties may include point of care 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 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 within a cohort structure, and courses are offered during the daytime or evening based on initial application preference and availability.

Program Learning Outcomes

The curriculum in RCC courses is derived from a set of identified learning outcomes that are relevant to the discipline. Program learning outcomes for the Medical Assistant Certificate program are:

Skillfully perform and document routine clinical procedures according to current office protocol.

Perform and document routine administrative procedures according to current office protocol.

Collect, process, and test diagnostic specimens.

Maintain industry standards of quality control and safety principles in the workplace.

Uphold legal and ethical standards and confidentiality for patient privacy.

Effectively apply verbal, nonverbal, and written communication principles and skills in the workplace.

Demonstrate professionalism through acceptable attitude, organization and time management skills, and attire.

Students may opt to continue their education by transferring to Oregon Tech for a bachelor's degree in Healthcare Management with a clinical option or by completing additional requirements and applying to the Nursing program at either RCC or Oregon Health and Science University.

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 through the Placement Process. 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 before the program start date.

Program admission occurs two times per year. Visit www.roguecc.edu/alliedhealth/ma for program application details. Students must complete specific health and immunization requirements and background check prior to starting the program, and a drug screen prior to starting practicum experience. This screening process 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.

Prerequisites to Cohort Acceptance

Course No.	Course Title	Credits
BT101	Human Relations in Organizations or PSY101 Psychology of Human Relations [1]	3
CS/CIS	Approved 3-4 credit Computer Science or Computer Information Science class, CS120/CIS120 or above, or documented computer proficiency within the past ten years. [1]	0-4
HE252	First Aid/CPR or HE112 Emergency First Aid [1,2] and HE261 CPR/Basic Life Support Provider	2-3
MTH63	Applied Algebra I or MTH60 Fundamentals of Algebra I [1]	4
WR115	Introductory to Expository Writing or BT113 Business English I 1 or higher level composition class	3-4
Total Prerequisite to Cohort Credits		**12-18**

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
DA150	Introduction to Practicum and Seminar [4]	1
		15
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
——	Approved program elective(s)	3
		15

TOTAL PROGRAM CREDITS **45**

Approved Program Electives

(3 credits required):

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

[1] Required for graduation.

[2] American Heart Association (AHA) certification must remain current for the duration of the program.[3]

[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.

[4] Prerequisites for DA150 waived for non-Dental students.

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.

RCC
Rogue Community College