

# MEDICAL ASSISTING (AAS)

(91-93 credits)

## Program Description

Are you interested in a career in health care, but are not sure where to begin? Medical assistants play a unique role, combining clinical training with administrative skills to work in the office, exam room, and medical lab. They work closely with patients and medical staff to provide excellent service and ensure a patient's stay is as comfortable and beneficial as possible. Medical assistants are able to start working in the health care field with a shorter amount of formal training compared to a 4-year degree or medical school.

The Medical Assisting Program provides the administrative and clinical knowledge and skills necessary for employment as a Medical Assistant. This includes cognitive, psychomotor and affective skills essential for assisting physicians and other healthcare practitioners with many aspects of medical practice, including administrative and clinical procedures. Examples of administrative procedures taught in the program include: Electronic Medical Records (EMR) simulation; Medical insurance billing and referrals; diagnostic and procedural coding; daily financial practices; medical records and appointment management. Examples of clinical procedures explored in the program include direct patient care such as: obtaining patient vital signs; entering patient data into EMR's; assisting with physical examinations, phlebotomy (blood draw), administering injections, performing electrocardiograms (EKG's); instrument processing and assisting in sterile procedures.

## Career Opportunities

Graduates may be hired in a variety of settings to perform routine administrative and clinical tasks to keep healthcare delivery running smoothly. The duties of Medical Assistants vary from office to office, depending on office location, size, and specialty. In small practices, Medical Assistants are usually generalists, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of department administrators. An experienced Medical Assistant might advance to office administrator or clinical lead Medical Assistant. According to the Bureau of Labor Occupational Outlook Handbook, Medical Assistant Job Outlook through 2029 projects a 19% growth rate, which is much faster than the average of 4% for other occupations.

Other Options:

- Medical Secretary
- Medical Administrative Assistant

## Program Accreditation

The SPSCC Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355-113th St. N. #7709 Seminole, FL 33775, <http://www.caahep.org/>,

on recommendation of the Medical Assisting Education Review Board (MAERB), <http://maerb.org>.

CAAHEP requires all Medical Assisting Programs to make public measurable program outcomes. In compliance with this rule, South Puget Sound Community College is publishing outcome data for 2019:

- Retention 2019: 72.73%
- Job Placement 2019: 100%
- Exam Passage 2019: 100%
- Employer Satisfaction 2019: 100%
- Graduate Satisfaction 2019: 100%

## Outcomes

South Puget Sound Community College believes that all students need to develop a broad range of abilities that will not only make them more effective in their professional pursuits but will enhance their capacity to relate well to others in their daily lives.

- Evaluate self-improvement while mastering clinical and administrative skills
- Measure, record, interpret, and report data in both clinical and office settings
- Adjust communications techniques to interact effectively with colleagues and patients who have diverse backgrounds, expectations, and needs
- Incorporate legal, ethical and professional considerations into delivery of healthcare
- Perform the duties of an entry level medical assistant in the cognitive (knowledge), psychomotor, (skills) and affective (behavior) domains

The SPSCC college-wide abilities are embedded into each program:

- Effective Communication
- Information Literacy
- Analytical Reasoning
- Multicultural Awareness
- Social Responsibility

## Requirements

### Program Admissions and Other Requirements

Program Entrance Requirements:

- Complete all SPSCC admission requirements
- If entering the medical assisting program in fall quarter, the student will have successfully completed all general education courses/ electives:
- CCS 101
- OFTEC 108
- OFTEC 136
- MED 103 prior to the start of MED 150 and MED 151
- Interview with medical assisting faculty one to two quarters prior to enrolling in MED 150 in fall quarter.

Additional Program Requirements:

- Proof of Hepatitis B vaccination series and titer required prior to the start of MED 155
- MED courses must be completed within 5 years of completion of the program. Any MED courses taken prior to five years of completion would need to be repeated
- Students must provide proof of current provider-level CPR certification through the American Red Cross or the American Heart Association prior to beginning their externship (MED 159)
- Students are required to pass a Washington State Patrol Background check. A felony conviction requires approval from the American Association of Medical Assistants prior to taking the national exam.

## Certification

Upon successful completion of the Associate in Applied Science degree in Medical Assisting, graduates are eligible to take the national certification exam offered through the American Association of Medical Assistants (AAMA). Upon satisfactory completion of the exam, they will be qualified to use the credentials of Certified Medical Assistant CMA, (AAMA). The CMA credential is recognized nationally; however, each state mandates the scope of practice for Medical Assistants.

## Health and Safety

Prior to the beginning of their second quarter in the program, students registered in the Medical Assisting Program are required to have started the Hepatitis B vaccination series. Documentation for this requirement must be presented by the first day of class of the second quarter of the program.

## Practicum

The capstone course is the student practicum (MED 159 Externship for Medical Assistants). All cognitive objectives and psychomotor and affective competencies must be completed prior to the practicum. It is highly recommended that all required coursework for the AAS degree be completed prior to the start of the practicum. The practicum allows the opportunity to use your administrative and clinical skills under the guidance of a mentor in an ambulatory healthcare setting. The practicum is a 198-hour non-remunerative arrangement.

Entry into the Medical Assisting Program does not guarantee students a job placement, nor does it guarantee a practicum placement in Thurston County. Practicum placements require successful interviews and background checks. Due to increased competition for practicum placements with other schools in Washington State, South Puget Sound Community College cannot guarantee that the practicum will be in the last quarter of the program.

## Courses by Quarter

Code	Title	Credits
<b>Quarter 1</b>		
Transition Studies		
<b>Quarter 2</b>		
MATH 092 or ABE 065	Mathematical Reasoning Contextualized Math II	5.0
ENGL 090 or ENGL 095	Integrated Reading and Writing I Integrated Reading and Writing II	5.0
CCS 101	Pathways to Success	3

OFTEC 111	Keyboarding (Typing) I <sup>1</sup>	2
<b>Quarter 3</b>		
ENGL 098 or ENGL& 101	Transitional English Composition English Composition I	5
OFTEC 108	Introduction to Microsoft Office	3
MED 103	Medical Terminology I	3
Select one of the following:		
MATH 101	Technical Mathematics I	
BUS 104	Business Math	
CMATH 107	Clippers Math In Society <sup>2</sup>	
CMATH 146	Clippers Introduction to Statistics <sup>3</sup>	
Select one of the following:		
CMST 260	Communication and Conflict	
NUTR& 101	Nutrition	
BIOL& 175	Human Biology W/Lab	
<b>Quarter 4</b>		
MED 105	Integrated Medical Terminology	
MED 150	Basic Clinical Procedures	4
MED 151	Administrative Ambulatory Care	5
Select one of the following:		
CMST& 210	Interpersonal Communication: Diversity	
CMST& 220	Public Speaking	
CMST& 230	Small Group Communication: Diversity	
CMST& 240	Intercultural Communication: Diversity	
<b>Quarter 5</b>		
MED 152	Disease and the Human Body	4
MED 153	Medical Assisting Career Development	1
MED 154	Advanced Clinical Procedures	4
MED 157	Medical Insurance, Coding, and Accounting Basics for the Medical Assistant	5
Select one of the following:		
BUS 260	Principles of Management: Diversity	
HUM 121	Multicultural America: Diversity	
PSYC 116	Psychology of Human Relations: Diversity	
<b>Quarter 6</b>		
MED 155	Medical Laboratory for Medical Assistants	4
MED 158	Law, Ethics, Professionalism for Medical Assistant	5
MED 156	Pharmacology for Medical Assistants	3
MED 160	Medical Assisting National Exam Preparation	1
Select one of the following:		
PSYC& 100	General Psychology	
PSYC& 200	Lifespan Psychology	
PHIL 103	Science, Technology, and Human Values	
<b>Quarter 7</b>		
MED 159	Externship for Medical Assistants	6

<sup>1</sup> Includes ability to test out of OFTEC111 by completing typing testing at 35WPM

<sup>2</sup> Includes ability to complete: MATH 095 and MATH& 107.

<sup>3</sup> Includes ability to complete: MATH 095, MATH 096, and MATH& 146. Some students place directly to MATH& 107 or 146

## Pathway Maps

South Puget Sound Community College has provided pathways and associated recommended courses for ease of student selection based upon a student's career interest. Please review the pathway maps for required and recommended courses.



Medical Assisting Pathway Map  
Associate in Applied Science (91-93 Credits)

Qtr. 1	Qtr. 2	Qtr. 3	Qtr. 4	Qtr. 5	Qtr. 6	Qtr. 7
<b>Transition Studies</b> Choose One MATH 092 (5cr) Mathematics Reasoning ABE 005 Corequisite/2nd Math II	Choose One (3-7cr) (Quarter-based) MATH 101 (5cr) Technical Mathematics BUS 104 (3cr) Business Math CMATH 107 (3cr) Copper's Math in Society ** CMATH 146 (7cr) CLIFFER's Introduction to Probability and Statistics ****	MED 105 (5cr) Integrated Medical Terminology Fall only	MED 152 (4cr) Disease and the Human Body Winter only	MED 155 (4cr) Medical Laboratory for Medical Assistants Spring only	MED 159 (5cr) Training for Medical Assistants Summer only	
ENGL 090 (5cr) Integrated Reading and Writing ENGL 095 (5cr) Integrated Reading and Writing	ENGL 098 (5cr) Transitional English Composition ENGL 101 (5cr) English Composition I	MED 106 (5cr) Basic Clinical Procedures Fall only	MED 153 (2cr) Medical Assisting Career Development Winter only	MED 158 (5cr) Law, Ethics, Professionalism for Medical Assistants Spring only		
CCS 101 (3cr) Pathways to Success	OFTEC 106 (3cr) Introduction to Microsoft Office	MED 151 (5cr) Administrative Ambulatory Care Fall only	MED 154 (5cr) Advanced Clinical Procedures Winter only	MED 156 (4cr) Pharmacology for Medical Assistants Spring only		
OFTEC 111 (2cr) Keyboarding Typing*	MED 103 (3cr) Medical Terminology I		MED 157 (4cr) Billing, Coding, and Insurance Winter only	MED 160 (1cr) Medical Assisting National Exam Preparation Spring only		
	Program Elective (5cr) (recommended) CMST 260 Communication and Conflict NUTR 101 Nutrition BIOL 175 Human Biology	Choose One (5cr) (Communication, recommended) CMST 216 Interpersonal Communication: Diversity CMST 220 Public Speaking CMST 230 Small Group Communication: Diversity CMST 240 Interpersonal Communication: Diversity	Choose One (5cr) (Management, Diversity, recommended) BUS 260 Principles of Management: Diversity HUM 221 Multicultural America: Diversity PSYC 116 Psychology of Human Relations: Diversity PSYC 230 Health Psychology: Diversity		Program Elective (5cr) (recommended) PSYC 150 General Psychology PSYC 200 Lifespan Psychology PHIL 103 Science, Technology, and Human Values	

\*Includes ability to test out of OFTEC111 by completing typing testing at SSPAM

\*\*Includes ability to complete: MATH 095, MATH 101

\*\*\*Includes ability to complete: MATH 095, MATH 096, MATH& 146. Some students place directly to MATH& 107 or 146