MEDICAL ASSISTING DEGREE (AAS)

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 Office Assistant
- Health Unit Coordinator
- Phlebotomy Technician
- Patient Care Technician

Program Accreditation

The SPSCC Medical Assisting Certificate 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.

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. At the end of this program students will:

- 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
- To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession

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

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

Requirements

Program Admissions and Other Requirements

Program Entrance Requirements:

- Complete all SPSCC admission requirements
- Successfully complete all pre-requisites prior to start of MED program courses, with a C or better
- Interview with medical assisting faculty one to two quarters prior to enrolling in MED 150 Basic Clinical Procedures in fall quarter.

Additional Program Requirements:

- Must be 18-years of age or older, to meet the criteria for clinical externship placement
- Successful completion of a high school diploma or equivalent as part of the WA Department of Health certification application process
- Proof of up-to-date immunization record and/or immunity test to meet program and clinical site requirements
- Proof of current AHA Basic Life Support (BLS) certification for healthcare professionals, offered spring quarter
- Clearance of a National criminal, WA State Patrol, and US Sex Offender background check

- A grade of C or better required in all classes to advance to the next quarter
- Successfully complete a supervised and meaningful unpaid practicum of 198 contact hours in a healthcare setting

Certification

The South Puget Sound Community College Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (http://www.caahep.org/) (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Successful completion of the Medical Assisting program student is eligible to take the national CMA (AAMA) Certification Exam. Upon passing the exam, they will earn the Certified Medical Assistant (CMA, AAMA) credential, which is recognized nationally. The SPSCC MA certificate and degree are aligned with the Washington state RCW 18.360.060 authorized duties of a medical assistant.

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

Courses by Quarter (Pathway Map)

Check with your advisor to determine where you will start. Advisors must approve changes to academic plan.

Pre-College Level

Code	Title	Credits
Trasition Studies Courses		
Select one of the following courses:		1 - 7.5
ABE 062	Applied Math I	
ABE 063	Applied Math II	
ABE 064	Contextualized Math I	
Select one of the following courses:		1 -10
ESOL 061	ESOL Level I (Beginning Literacy)	
ESOL 062	ESOL Level II (Low Beginning)	
ESOL 063	ESOL Level III (High Beginning)	
ESOL 064	ESOL Level IV (Low Intermediate)	
ESOL 065	ESOL Level V (High Intermediate)	
ESOL 066	ESOL Level VI (Advanced)	
ABE 053	ABE Language Arts III (Low Intermediate Language Arts)	
ABE 054	ABE Language Arts IV (High Intermediate Language Arts)	
ABE 055	ABE Language Arts V (Adult Secondary Level Language Arts)	

College Level

This degree is a total of 91 credits

CCS 107 Healthcare Professions Exploration is a required course for all students. Skip if already taken in Pre-College.

Advising Notes

*****Required** indicates that students must take one of the specific courses listed. Any substitution would require Advisor and Department approval.

*****Recommended** indicates that Pathway faculty recommend the courses listed, but other courses may fulfill the degree requirement. Students should consult with Advisor about additional course options.

- CCS 107: Prerequisite
- MED 107: Prerequisite or concurrent
- OFTEC 111 : Not a prerequisite
  - Typing assessment before orientation for MA program
  - “Course challenge” over 35 NWPM
- OFTEC 108: Not a prerequisite. Recommend before MA program.
- Electives and Gen Ed: Recommended. Not prerequisites.
  - Recommended before MA program, not required
  - Excess credit request to be reviewed by Program Lead and/or Dean
  - Other courses may fulfill the degree requirement, consult with Advisor

Pathway Notes

[1] Place in appropriate higher math based on placement test, recommend CMATH 146

Code	Title	Credits
Quarter 1		
MATH 092	Mathematical Reasoning	5
or ABE 065	Contextualized Math II	
ENGL 090	Integrated Reading and Writing I	5
or ENGL 095	Integrated Reading and Writing II	
CCS 107	Healthcare Professions Exploration	5
OFTEC 111	Keyboarding (Typing) I	2

Quarter 2		
CMATH 107	Clippers Math In Society [1]	7
or CMATH 146	Clippers Introduction to Statistics	
ENGL 098	Transitional English Composition	5
or ENGL& 101	English Composition I	
OFTEC 108	Introduction to Microsoft Office	3
Select one of the following recommended courses (General Elective Distribution):		5
CMST 260	Communication and Conflict	
NUTR& 101	Nutrition	
BIOL& 160	General Biology W/Lab	
BIOL& 175	Human Biology W/Lab	
Quarter 3		
MED 150	Basic Clinical Procedures	5
MED 151	Administrative Ambulatory Care	5
MED 107	Integrated Medical Terminology	5
Select one of the following recommended courses (Communications Distribution):		5
CMST& 210	Interpersonal Communication: Diversity	
CMST& 220	Public Speaking	
CMST& 240	Intercultural Communication: Diversity	
SPAN 199	Spanish for Healthcare Workers	
Quarter 4		
MED 152	Disease and the Human Body	5
MED 153	Medical Assisting Career Development	2
MED 154	Advanced Clinical Procedures	5
MED 157	Insurance, Coding, and Accounting Basics for Medical Assistants	3
Select one of the following recommended courses (Human Relations/Diversity Distribution):		5
BUS 260	Principles of Management: Diversity	
HUM 121	Multicultural America: Diversity	
PSYC 116	Psychology of Human Relations: Diversity	
Quarter 5		
MED 155	Medical Laboratory for Medical Assistants	5
MED 158	Law, Ethics, Professionalism for Medical Assistant	5
MED 156	Pharmacology for Medical Assistants	4
MED 160	Medical Assisting National Exam Preparation	1
Select one of the following recommended courses (General Elective Distribution):		5
PSYC& 100	General Psychology	
PSYC& 200	Lifespan Psychology	
PHIL 102	Ethics	
PHIL 103	Science, Technology, and Human Values	
Quarter 6		
MED 159	Externship for Medical Assistants	6