

MEDICAL ASSISTING (MAT AAS)

(Wallace Campus)

STC PHLEBOTOMY (MAT AAS)

(Wallace and Sparks Campus)

The Medical Assistant is a professional, multi-skilled individual trained to assist physicians in the many aspects of medical practice. Duties of the Medical Assistant vary from performing administrative tasks to assisting with examination and treatment of patients. Students learn to measure and record vital signs, take medical histories, administer medications, sterilize instruments, assist with minor office surgeries, and handle emergencies. Students also learn to obtain blood samples, perform routine office laboratory procedures and electrocardiograms, and instruct patients in preparation for laboratory procedures. In the administrative area, students learn to schedule and receive patients; handle telephone calls; type correspondence, reports, and manuscripts; perform medical transcription; process insurance forms; and handle office accounts, fees, and collections. Prior to completion of an area of concentration, a 225-hour practicum in a medical setting is required.

The Medical Assisting AAS degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on the recommendation of the Medical Assisting Education Review Board (MAERB). Contact CAAHEP at 25400 U.S. Highway 19 North, Suite 158, Clearwater, Florida 33763, (727-210-2350), www.caahep.org.

ADMISSION

Program requirements for health programs offered within the Alabama Community College System may be reviewed and revised between publication deadlines for this and future *College Catalog and Student Handbook* documents. Admission requirements below were in effect at the time this document was published and may or may not be current. Prospective students should contact the program office to obtain requirement updates.

Students entering the program must be high school graduates or possess a GED® certificate. The Medical Assisting student must provide health information to the College and complete a physical examination by a licensed physician, physician assistant, or nurse practitioner. To progress successfully through the curriculum and function as a practicing member of the health care team after graduation, the following physical attributes are needed: visual acuity with corrective lenses, if required; hearing ability with auditory aids to understand the normal speaking voice without viewing the speaker's face; sufficient physical ability to question the client and relay information about the client verbally to others; and manual dexterity to provide safe, effective procedures in delivery of health care. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. A copy of the essential functions is available from the MAT program office and published on the College Web site, www.wallace.edu. Reasonable accommodations will be considered.

The student who is in need of additional academic background will be scheduled in courses to improve deficient areas. This will

require additional time to complete the program, as technical courses are sequential and designed to facilitate the learner's progress from relatively simple to complex tasks.

An associate in applied science (AAS) degree in Medical Assisting or a short certificate in Phlebotomy may be earned through the Medical Assisting program. To receive an AAS degree in Medical Assisting, students must complete General Education core requirements and all courses in the Medical Assisting field of concentration. Students desiring a short certificate in the area of Phlebotomy will be required to meet only requirements listed in the corresponding fields of concentration. Students who desire to receive an AAS degree in Medical Assisting with a Phlebotomy short certificate must complete all Medical Assisting AAS courses and MAT 239.

On completion of degree requirements for the AAS degree in Medical Assisting and compliance with the Disciplinary Standards of the American Association of Medical Assistants, graduates are eligible to apply for the Certified Medical Assistant (CMA) examination offered by the American Association of Medical Assistants, CMA (AAMA). Students completing all courses required for the short certificate in a Phlebotomy concentration are qualified to sit for the Phlebotomy Technician (ASCP) and Registered Phlebotomy Technician (AMT) certification examinations.

Contractual agreements between the College and clinical agencies may impose additional requirements on students enrolled in health programs. These requirements include, but are not limited to, the areas of attire, confidentiality, criminal background check, liability insurance, and substance abuse screening. Health insurance coverage is strongly recommended as the expense for treatment of injury suffered during training is the responsibility of the student. Any student denied clinical privileges or having clinical privileges revoked by a healthcare facility due to positive background findings or clinical misconduct is not eligible for program admission or readmission.

PROGRESSION

Each term, students are allowed to progress in the Medical Assisting program as they meet the following criteria:

1. Receive a grade of **C** or above in all MAT prefix courses.
2. Receive a score of 70% or higher in all clinical and administrative skills components.
3. Receive a score of 90% or higher on the MAT 216 drug calculation test and drug calculation final and on the MAT 215 Venipuncture test.

Students are restricted to a total of two attempts at any MAT course before becoming ineligible to continue in the Medical Assisting

program. Withdrawals are allowed according to College policy. A grade of *W* will be recorded as a withdrawal. Grades of *F* and *D* will be considered unsuccessful attempts. Receipt of four grades of *W*, *D*, or *F*, in any combination, will result in dismissal from the Medical Assisting program.

READMISSION

Students who are not enrolled in the Medical Assisting program for two or more consecutive terms, excluding summer terms, are required to meet current admission criteria and to comply with the current program of study. Previous work is subject to reevaluation under the policies and program requirements in effect at the time of the student's readmission to the Medical Assisting program.

AUDIT

Effective September 12, 2012 there shall be no auditing allowed for any Health Science classes.

TRANSFER STUDENTS

Students who have been enrolled in other programs are evaluated individually to determine appropriate placement. Validation exams may be required.

DEGREE CURRICULUM

<i>Course</i>	<i>Credit Hours</i>
Required General Education Courses 22	
Area I: Written and Oral Communications	6
ENG 101 English Composition I	3
SPH 106 Fundamentals of Oral Communication OR	
SPH 107 Fundamentals of Public Speaking	3
Area II: Humanities and Fine Arts	3
Humanities/Fine Arts Elective	3
Area III: Natural Sciences, Mathematics, and Computer Science	10
BIO 103 Principles of Biology I	4
CIS 146 Microcomputer Applications	3
MTH 116 Mathematical Applications	3
Area IV: History, Social and Behavioral Sciences	3
PSY 200 General Psychology	3
Area V: Career and Technical Courses	54
Required Orientation Courses	2
ORI 101 Orientation to College OR	
ORI 105 Orientation and Student Success	1-3
ORI 104 WorkKeys® Assessment and Advisement	1
Required Field of Concentration Courses	52
MAT 101 Medical Terminology	3
MAT 102 Medical Assisting Theory I	3
MAT 103 Medical Assisting Theory II	3
MAT 111 Clinical Procedures I for the Medical Assistant	3
MAT 120 Medical Administrative Procedures I	3
MAT 121 Medical Administrative Procedures II	3
MAT 122 Basic Concepts and Interpersonal Relationships	3
MAT 125 Lab Procedures I for the Medical Assistant	3

MAT 128	Medical Law and Ethics for the Medical Assistant	3
MAT 130	Medical Office Communication	3
MAT 200	Management of Office Emergencies	2
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 215	Lab Procedures II for the Medical Assistant	3
MAT 216	Medical Pharmacology for the Medical Office	4
MAT 220	Medical Office Insurance	3
MAT 222	Medical Transcription I	2
MAT 227	Special Topics in Medical Assisting	1
MAT 228	Medical Assistant Review Course	1
MAT 229	Medical Assistant Practicum	3
	Total Credits for Degree	76

Current certification in Basic Cardiopulmonary Life Support (BCLS) at the health care provider level is required for all students participating in practicum experiences (MAT 229 and MAT 239). Certification may be obtained at the College through enrollment in EMS 100 or from any other approved agency or facility.

PHLEBOTOMY

<i>Course</i>	<i>Credit Hours</i>
Area V: Required Field of Concentration Courses	
CIS 146 Microcomputer Applications	3
MAT 101 Medical Terminology	3
MAT 102 Medical Assisting Theory I	3
MAT 103 Medical Assisting Theory II	3
MAT 122 Basic Concepts and Interpersonal Relationships	3
MAT 125 Lab Procedures I for the Medical Assistant	3
MAT 128 Medical Law and Ethics for the Medical Assistant	3
MAT 215 Lab Procedures II for the Medical Assistant	3
MAT 239 Phlebotomy Practicum	3
	Total Credits for Short Certificate 27

Current certification in Basic Cardiopulmonary Life Support (BCLS) at the health care provider level is required for all students participating in practicum experiences (MAT 229 and MAT 239). Certification may be obtained at the College through enrollment in EMS 100 or from any other approved agency or facility. On-line certification without hands-on skills sessions is not acceptable.

Medical Assisting Associate in Applied Science Degree Suggested Course Sequence—Year One		
FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
CIS 146	MAT 103	MAT 121
ENG 101	MAT 120	MAT 128
MAT 101	MAT 122	MAT 111
MAT 102	MAT 125	MAT 216
MTH 116	MAT 130	Humanities/Fine Arts Elective
ORI 101 or 105*	ORI 104	

**Medical Assisting
Associate in Applied Science Degree
Suggested Course Sequence—Year Two**

FIRST SEMESTER	SECOND SEMESTER
EMS 100**	
MAT 200	BIO 103
MAT 215	MAT 228
MAT 211	MAT 229
MAT 220	PSY 200
MAT 222	SPH 106 or 107
MAT 227	

**Phlebotomy
Short Certificate
Suggested Course Sequence**

FIRST SEMESTER	SECOND SEMESTER	THIRD SEMESTER
MAT 101	CIS 146	MAT 239
MAT 102	EMS 100**	
MAT 122	MAT 103	
MAT 125	MAT 128	
	MAT 215	

**ORI 101 or ORI 105 or transfer credit for an orientation to college course is required for all students.*

***Or current certification in cardiopulmonary certification at the health care provider level. On-line certification without hands-on skills sessions is not acceptable.*