

## **Medical Assisting, Certificate**

Plan 166

### **Purpose**

The Medical Assistant certificate program prepares individuals as multi-skilled health care practitioners who are competent in urgent care, physician's offices, hospitals, and long term care environments. The Medical Assisting program will prepare students for work in hospitals, physician offices, urgent care facilities and nursing homes. Graduates will be prepared to perform traditional medical assistant responsibilities include administrative and clinical duties. Upon completion of the program, students are eligible to take the National Center for Competency Testing (NCCT) for certification.

### **Program Requirements and Special Conditions**

Information packets containing the necessary documents for application may be requested from the college. Admissions Office at 757.789.1731 (toll-free 877.871.8455).

The deadline for applying to the program for the class beginning in August is May 1<sup>st</sup>. Depending upon the number of applicants, only selected applicants, based on fulfillment of prerequisite requirements and date of application (if necessary), will be admitted. All transcripts must be received before May 1st. Students must contact the Admissions Office to set up placement test(s). 757-789-1720.

### **Introduction to Medical Assisting**

Medical assistants are allied healthcare professionals responsible for various clinical and/or administrative duties. They perform clinical functions including but not limited to direct patient care and preparation, ECG, phlebotomy, and pharmacology while maintaining patient safety and confidentiality. They may also perform administrative duties such as scheduling appointments, maintaining patient records, bookkeeping, and billing and insurance processing. (NCCT, 2017).

The program will enroll approximately twenty (20) students annually. Students will rotate through an internship. Clinical affiliates for medical assistants will include nursing homes, rehabilitation, the hospital, physician's offices and other allied health agencies. Upon completion of the program students are eligible to take the National Center for Competency Testing (NCCT) for certification as a Medical Assistant (NCMA).

### **Program Admission Requirements**

Prospective students must:

1. Complete application to Eastern Shore Community College (ESCC).
2. Have High School diploma transcript or GED certification sent to ESCC Registrar office.
3. Complete placement testing and master placement MTE 1-4 or completion of appropriate developmental math courses;
4. Achieve placement to ENG 111 or completion of appropriate developmental English courses;
5. Complete HESI admission testing for Medical Assisting.
6. Complete criminal background check and no evidence of criminal history or pending actions.
7. Be eligible for employment with the Riverside Health System and Eastern Shore Rural Health entities.
8. Students are responsible for their own transportation to off-campus facilities for clinical experiences.
9. Students must receive a grade of "C" or better in all core courses to remain in the MA program.
10. Students must maintain an overall grade point average of 2.0 or better.

**Additional Continuation Requirements following admission to the program:** These requirements must be fulfilled prior to the start of the second semester or entry into the clinical internship: (Students must be current, certified and or maintain standards through the end of the program for all of the continuation requirements.);

1. Students are responsible for costs necessary for program completion such as required testing fees, liability insurance, uniforms, stethoscopes, medical assisting pins and graduation uniform, books, criminal history and sex offender crimes against minors background checks.
2. Purchase of ESCC approved Student Uniforms, Blood Pressure cuff and stethoscope, non-skid white shoes, drug handbook, and basic calculator.
3. Completion of a physical examination, two step PPD (or chest x-ray if already PPD positive). Immunizations must be up to date including tetanus, MMR or positive titers, varicella or positive titers, Hepatitis B series or positive titer, tetanus, and current flu vaccine.
4. Potential for random drug screening.

5. Appropriate professional and social media use as defined by the college or syllabus.
6. Participation in community based activities that support student development.

### Program Learning Outcomes

Students will be able to:

- Apply diagnostic testing skills.
- Apply the principles of law and ethics in performing office operations.
- Apply medical terminology in the workplace appropriately.

### Program Curriculum and Suggested Sequence of Courses

Program Curriculum	Credits	Course Details
ENG 111 College Composition I	3	
ITE 115 Introduction to Computer Applications and Concepts	3	
SDV 101 Orientation to Health Careers	1	
PSY 200 or PSY 201 (Principles of Psychology or Introduction to Psychology I)	3	
CST 110 Introduction to Communication	3	
<i>Total Credits</i>	13	
Core Curriculum	Credits	Course Details
HLT 105 Cardiopulmonary Resuscitation	1	
HLT 130 or HLT 138 (Nutrition and Diet Therapy or Principles of Nutrition)	2	
HLT 250 General Pharmacology	2	
MDA 100 Introduction to Medical Assisting	1	
MDA 101 Medical Assisting Science I	5	
MDA 102 Medical Assistant Science II	2	
MDA 103 Medical Assisting Science III	2	
MDA 104 Medical Assistant Science IV	3	
MDA 190 Coordinated Internship	3	
MDA 203 Administrative Procedures I	3	
MDA 207 Medical Law and Ethics	2	
MDA 208 Medical Office Coding	2	
MDA 209 Medical Office Insurance	2	
MDA 210 Medical Office Software Applications	1	
MDA 290 Coordinated Internship	5	
MDA 221 Diagnostic Laboratory Procedures	4	
<i>Total Credits</i>	40	
<b>Total Credits For Program</b>	<b>50</b>	

### Notes and Additional Curriculum Options

1. Students must complete the program within 3 years to be eligible for national certification.
2. There is a limited time for the student to test for national certification following graduation.
3. Students must apply and send all information to National Center for Competency Testing (NCCT) in order to sit for examination.
4. NCCT information regarding testing and fees can be found at <https://www.ncctinc.com/>
5. Part-time students should consult their faculty advisors regarding appropriate course sequences

Courses in this program may help students attain the following license(s) or certification(s):

- National Certified Medical Assistant (NCMA), National Center for Competency Testing (NCCT)