

Medical Assisting

Associate in Applied Science – 64 credit hours

The Associate of Applied Science in Medical Assisting is an Accredited Associate Degree Program. The two-year program provides students with competence in the cognitive (knowledge,) psychomotor (skills,) and affective (behaviors) areas to prepare for employment in ambulatory care as an entry-level medical assistant. Medical assistants perform administrative and clinical duties in ambulatory care settings such as clinics, physician's offices, walk-in clinics and specialty practices. Duties include but are not limited to, preparing exam room, obtaining vital signs, greeting and scheduling patients, patient referrals, administering medications, and obtaining patient specimens.

The WCCC Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). More information about CAAHEP may be found at www.caahep.org ; 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 3376; 727-210-2350. Graduates are eligible to sit for the Certified Medical Assisting (CMA) examination or the Registered Medical Assistant (RMA) upon completion of the program.

According to the U.S. Bureau of Labor Statistics, "Employment of medical assistants is projected to grow twenty-nine percent from 2016 to 2026, much faster than the average for all occupations."

Program Goals. The goals of the medical assisting program are to:

- Prepare medical assistants with a wide variety of skills, knowledge, and competencies needed for both rural service areas and diverse medical care settings, where employees are asked to perform varied tasks
- Provide a foundation that gives the skills for leadership, life- long learning, and community involvement while maintaining basic competencies prior to graduation of an Associate of Applied Science Degree in Medical Assisting.
- Prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Program Outcomes. Upon completion of the Associate in Applied Science degree in the Medical Assistant program, the graduate is prepared to: Demonstrate understanding of commonly used medical terms which are encountered in physical exams, medical correspondence, x-ray and pathological reports; evaluate and perform medical office administrative procedures including specialties of medical transcription; take specialized clerical positions in medical administration, including records management, billing, and insurance claim processing; utilize word processing and accounting applications; apply principles of safety and sterilization in all aspects of patient/office procedures; obtain vital signs, patient history and instruct patients on treatments; assist other healthcare professionals in procedures and/or patient preparation; qualify for medical assistant positions in a physician's office.

Minimum Standards. Successful completion of catalog program curricula offered by the college entitles the student to earn an associate degree in Medical Assisting. Minimum graduation standards are the following: Passing grade in all courses that are applied to program requirements, 2.0 grade point average (GPA) in college major and 2.0 cumulative GPA. In addition, WCCC Medical Assisting students are required to pass all cognitive, psychomotor and affective competencies with a grade of 80 or greater and pass all medical assisting courses (designated with an MDT prefix) with a grade of 80 or greater in order to graduate from the program.

Processes by which students may perform clinical work while enrolled in the program. Students will perform simulated clinical work in the classroom by use of patient simulators, classroom role playing and case studies. Additional clinical work will be performed on real patients in a practicum/internship setting. A 165-hour Clinical Cooperative Practicum Course is a requirement of the medical assisting program. This is an up-paid practicum facilitated by the Practicum Coordinator and supervised by a Clinical Preceptor.

Medical Assisting

Associate in Applied Science – 64 credit hours

Course #	Course Title	Credits
Semester 1		
CPT 112	Keyboarding and Document Formatting I	3
CPT 140	Word Processing	3
ENG 101	College Composition	3
MAT 106	College Mathematics for Technologies or higher	3
MDT 125	Medical Terminology	3
FYE 100	First Year Experience	1
	Total	16
Semester 2		
BUS 205	Business Communications	3
MDT 130	Medical Office Management	3
MDT 133	Medical Documentation	3
MDT 135	Clinical Office Procedures I & Lab	4
MDT 221	Insurance Billing and Coding	3
	Total	16
Semester 3		
BIO 130	Human Anatomy and Physiology	4
BUS 230	Supervisory Management	3
MDT 235	Clinical Office Procedures II	3
MDT 227	Introduction to Pharmacology	3
MDT 220	Phlebotomy	3
	Total	16
Semester 4		
Elective	Elective	3
PHI 115	Ethics	3
MDT 240	Medical Assisting Capstone	3
MDT 245	Clinical Medical Cooperative Practicum	4
PSY 101 or PSY 105	Introduction to Psychology or Human Relations	3
	Total	16