

# Medical Assisting

## Career Studies Certificate

**Program Coordinator:** Kim Felty • NEB 136 • (276)739-2534

**Length:** Two Semesters

**Purpose:** This program will prepare individuals to serve as medical assistants in various medical office settings. Medical assistants typically do the following:

- Record patient history and personal information
- Measure vital signs, such as blood pressure
- Help the physician with patient examinations
- Give patients injections or medications as directed by the physician and as permitted by state law
- Schedule patient appointments
- Prepare blood samples for laboratory tests
- Enter patient information into medical records

**Occupational Objectives:** This program is designed to provide essential technological and practical knowledge required for a medical assistant to perform patient clinical skills in various medical office settings. Training experiences in nearby medical offices are provided.

At the successful completion of this program, the student will be eligible to take the CCMA exam offered by the National Healthcareer Association (NHA) for entry into the profession as a Certified Clinical Medical Assistant (CCMA).

The number of qualified applicants offered admission to the medical assisting program is contingent upon the space available in the classrooms and medical assistant laboratories, the program's access to sufficient clinical spaces in the region's healthcare settings in order to meet the program's learning outcomes, and the number of qualified medical assisting faculty to teach the students in classrooms, labs, and clinical settings.

This program demands a high level of English proficiency as well as extensive reading and writing.

### Admission Requirements

- Completion of the VHCC Application
- Graduation from high school or satisfactory completion of the GED with all transcripts on file with Student Services
- Completion of a high school or college science course with a "C" or better or documented proficiency.
- Completion of Algebra I with a "C" or better or documented proficiency.
- Completion of high school or college computer applications course with a "C" or better or documented proficiency.
- Achievement of a minimum GPA (high school or college) or 2.0.
- Medical Assisting Program application packets for 2018, including transcripts, will be accepted in the Admissions Office until July 10, 2018.
- Participation in program informational session and possible interview and possible interview.
- Completion of the Health Occupations Aptitude Examination (HOAE)

### Special Program Requirements

- Students in medical assisting program incur a variety of expenses in addition to college tuition and fees. These include, but are not limited to, the cost of uniforms, accessories, and travel to clinical assignments. Students are also responsible for testing fees.
- A strict dress code is required in the clinical setting. Students may be dismissed if they fail to comply with this dress code.
- Students are required to complete learning experiences at local clinics, private offices, and/or other community-based agencies. Students may be required to attend both day and/or evening clinical assignments.
- Students must provide their own transportation to clinical assignments. Strict attendance is required at clinical sites.

- Students must comply with all clinical contract protocols including immunization requirements, drug screening and background checks. The cost for criminal background checks, drug screenings, immunizations, and physicals will be the responsibility of the student. Students with criminal convictions who do not self-disclose this information are subject to dismissal from the program.
- Students must maintain current American Heart Association Basic Cardiac Life Support for Healthcare Providers.
- While enrolled in clinical courses, students may not replace or take the responsibility of "qualified" staff in affiliated facilities. However, after demonstrating proficiency, students may be permitted to perform specified procedures under careful supervision.
- Students are expected to demonstrate professional behavior consistent with standards associated with health care practitioners.
- Each course in the program major must be completed with a grade of "C" or better before taking the next course in the sequence and to satisfy graduation requirements, unless waived by the Division Dean upon the recommendation of the Program Director.
- All courses in the major must be taken in the sequence prescribed in the VHCC Catalog, unless otherwise approved by the Program Coordinator or Division Dean.
- Satisfactory physical and mental health must be maintained for continuance in the program. Applicants must be free of any physical and/or mental condition that might adversely affect their acceptance or performances in the program. The College reserves the right to require medical examinations to verify continuing compliance. Students with pre-existing physical and/or mental conditions which might adversely affect performance in the program who do not self-disclose this information are subject to dismissal from the program.

### Program Re-Enrollment Requirements for Medical Assisting Students

Any student who has voluntarily withdrawn or who has been withdrawn due to unsatisfactory academic or clinical performance may apply for re-admission the following academic year. Acceptance will be based upon space availability, successful fulfillment of any contingencies agreed to in writing at the time of withdrawal, and Program Director approval.

Course Number	Course Title	Lecture Hours	Lab Hours	Credits
<b>Semester 1</b>				
MDA 100	Intro. to Medical Assisting	2	0	2
MDA 101	Medical Assistant Science I	4	2	5
MDA 203	Medical Office Procedures	2	3	3
MDA 209	Medical Office Insurance	1	3	2
<b>Total</b>		<b>9</b>	<b>8</b>	<b>12</b>
<b>Semester 2</b>				
MDA 102	Medical Assistant Science II	1	3	2
MDA 104	Medical Assistant Science IV	2	3	3
MDA 107	Pharmacology for Medical Assistants	2	0	2
MDA 196	On-Site Training	0	12	4
HLT 105	Cardiopulmonary Resuscitation	1	0	1
<b>Total</b>		<b>6</b>	<b>18</b>	<b>12</b>
<b>Total Minimum Credits for Career Studies Certificate</b>				<b>24</b>