Medical Assisting (Medical Assisting Diploma Option) Check List and Course Sequence

Checklist

The Medical Assisting curriculum prepares multi-skilled health care professionals who are qualified to perform administrative, clinical, and laboratory procedures.

Accreditation: The Medical Assisting Program at Stanly Community College is awarded a 1 + 1 program, which means that all Medical Assisting Associate in Applied Science graduates also receive the Diploma which is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Contact the Commission at 1361 Park Street, Clearwater, FL 33756 (http://www.caahep.org) or call 727-210-2350 for questions about the accreditation. American Association of Medical Assisting Endowment may be contacted at 20 N. Wacker Dr., Ste. 1575, Chicago, IL 60606 (312) 899-1500 (http://www.aama-ntl.org)

Graduates of CAAHEP accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' (AAMA) Certification Examination to become Certified Medical Assistants.

Stanly Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Stanly Community College.

Course work includes: instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration, and ethical/legal issues associated with patient care.

Employment opportunities include ambulatory settings, such as physicians offices, clinics, and group practice. Individuals desiring a career in medical assisting should, if possible, take biology, mathematics, and keyboarding courses prior to entering the program.

Students are admitted to the Medical Assisting program during the fall semester.

Students pursuing the Medical Assisting Associate in Applied Science degree will first graduate from the Diploma program in Medical Assisting. This program does not grant credit or advanced placement for experiential learning.

Students should anticipate taking classes in a sequence that builds skills needed for the Certificate in Medical Assisting, Certificate in Medical Billing and Coding. Diploma in Medical Assisting and Degree in Associate in Applied Science in Medical Assisting. Reference the Curriculum Map when (1) meeting with an academic advisor and (2) registering for classes. The progression related to continuous semesters represents a full-time course load for Diploma and Degree Programs. Both the Certificate in Medical Assisting and Certificate in Medical Billing and Coding represents either a full-time or part-time course load. The College Catalog, posted at http://www.stanly.edu, explains admissions, registration, tuition, and student support services. It also provides course descriptions. The College Class Schedule, also posted at http://www.stanly.edu, provides class times and locations. Use the course number from the Curriculum Map to search for class availability.

Upon Completion of this Concentration, graduates will be able to:

- Perform the skills of a medical assistant under the guidance of a supervising physician.
- Demonstrate knowledge of medical assistant responsibilities in office management and patient care.
- Interpret verbal and written communication relevant to safe and effective medical office and patient care practices.
- Comply with ethical, legal, and professional guidelines as a member of a health service profession.
- Use computer programs to perform office clerical skills.
- Demonstrate critical thinking skills and problem solving abilities in the performance of entry-level medical assisting.
- Perform entry level Competencies for Medical Assistants as developed and published by the Commission on Accreditation of Allied Health Programs (CAAHEP) in cooperation with the Medical Assisting Education Review Board (MAERB).
- Successful as employees with physician offices, health maintenance organizations, health departments and other

healthcare organizations.
- Assume responsibility for continued career development in a changing health care system

ADMISSION REQUIREMENTS
The Medical Assisting program application is open from October 1, 2014 until 4:00pm on May 1, 2015.

1. Submit to the Admissions Office at Stanly Community College a properly completed Application for Admission.
2. Submit to the Admissions Office at Stanly Community College an official copy of a high school transcript showing successful completion of all requirements for graduation. A high school equivalency certificate indicating a passing score or an Adult High School diploma is acceptable in lieu of a regular high school diploma.
3. Complete the placement test (ACCUPLACER). If test results indicated a need for developmental studies, all developmental classes (DRE 098 and DMA 10-50) must be completed prior to enrollment in the Medical Assisting program. Applicants having already completed ENG 111 or DRE 098 and an approved college math course or DMA 10-50 may be exempt from placement testing. Placement test scores older than five years are not accepted.
4. For the applicant that has completed any college level courses taken with Stanly Community College prior to admission into the Medical Assisting program, a minimum cumulative GPA of 2.0 is required. Required general education courses may be taken prior to acceptance in the MA program. Courses with the prefix BIO and MAT must have been successfully completed within the last 10 years. Students receiving less than a C in any required general education courses taken prior to enrollment into the MA program will be required to retake and successfully complete the courses.
5. Submit to the Medical Assisting Program Director a properly completed medical form (supplied by the Admissions Office) after acceptance to the program. The medical form is to be signed by a licensed physician, physicians assistant, or nurse practitioner and received in the program head's office by the due date specified on the applicants letter of acceptance.
6. After acceptance to the program, submit to the MA Program Director current CPR certification for healthcare providers that is either endorsed by the American Heart Association or the American Red Cross. Current CPR certification is required throughout the students attendance in the Medical Assisting Program.

ACCEPTANCE PROCEDURE

The Medical Assisting program accepts a maximum of 30 students for entry each fall semester. Applicants are conditionally accepted based upon their completion of steps 1, 2, 3 and 4 of the admission requirements. The applicants will be ranked in order by the date applied and by their completion of the requirements. The first 30 applicants who complete steps 1 through 4 before May 1st of the year they wish to enter the program will have an acceptance into the Medical Assisting program pending completion of steps 5 and 6. Applicants who apply to the Medical Assisting program after the 30 seats are filled will be placed on an alternate list after completing admission requirements 1, 2, 3 and 4. If any of the applicants who have been accepted to the program should forfeit their acceptance, those applicants on the alternate list will be contacted in the order in which their names appear on the list and will be given an opportunity to enroll. If an applicant whose name appears on the alternate list is not afforded an opportunity to begin classes during the year in which he or she has made application, that applicant will need to submit another application for admission to the year following if he or she wishes to be considered for admission in the subsequent year. (Admission requirements may change from year to year for selected programs.)

Any applicant who forfeits his or her acceptance will not be guaranteed acceptance in any subsequent year. The applicant must reapply if he or she wishes to be considered for acceptance at a later date.

Required general education courses may be taken prior to acceptance in the Medical Assisting program. Courses with the prefix BIO and MAT must have been successfully completed within the last 10 years. Students receiving less than a C in any required general education courses taken prior to enrollment into the Medical Assisting program will be required to retake and successfully complete the courses.

BACKGROUND CHECKS/DRUG SCREENING

Applicants accepted for admission to health services programs at Stanly Community College are required to complete a criminal background check, drug screening, and possibly a finger print check after notification of acceptance and prior to participation in on-site clinical training. Based on the results of the checks, hospitals or clinical affiliates, where the student will participate in on-site training, may deny access to their facility, resulting in the students inability to complete the clinical portion of training. **Students unable to complete the clinical portion of his or her training will be unable to progress in the program. Students are responsible for paying all costs associated with this requirement.**

CRITERIA FOR GRADUATION
To be eligible for graduation a student must:

1. Complete all course requirements in the Medical Assisting curriculum, earning a grade of C or higher or SA in all Medical Assisting- related courses and an overall 2.00 grade point average.

2. Complete an Application for Graduation prior to set deadline for May graduation.

3. Pay a graduation fee at the time of registration for the last semester.

4. Earn at least one-fourth of the credits required for a degree, diploma, or certificate from SCC.

5. Fulfill all financial obligations to the College.

6. Be present for graduation exercise. Graduation exercises are held on the dates published in the Academic Calendar. In cases of unavoidable circumstances, exceptions may be granted by the Executive Vice President of Educational Services. During graduation exercise, candidates must be dressed in proper academic attire as determined by the President of the College.

WITHDRAWING FROM MED CLASSES:

Instructors will enforce the SCC withdrawal policy if a student (1) requests withdrawal, (2) has two consecutive weeks of absences, regardless of contact, or (3) is not meeting the requirements of the course. The student may withdraw or drop the course by the date as published in the Academic Calendar for each semester. Students will be assigned a W (Withdrawn) by the Records and Registration Office.

RE-ENTRY STATUS: For students who have been previously admitted to the Medical Assisting Program but did not complete the program.

(This procedure applies also to applicants transferring from other Medical Assisting programs to SCCs program.)

1. Students desiring re-entry status for the Medical Assisting program must submit an Application for Admission to the Admissions Office and satisfy all current admission requirements for the program. The application for admission must be received in Stanly Community Colleges Admissions Office at least ninety days prior to the semester in which the student is seeking readmission.

2. Only those students whose cumulative GPA is 2.0 or higher at the time of re-entry to the Medical Assisting program will be considered for re-entry. When applying for re-entry status, students who previously completed at least one full term in the Medical Assisting program must apply to the same term in which they withdrew. In order to be accepted for re-entry, the applicant must successfully complete a competency exam administered by the Medical Assisting Program Director. This competency exam will test the applicants knowledge of material covered in all MED classes that were successfully completed up to the point of withdrawal. Applicants will be given one opportunity to complete the competency exam successfully. All testing and competencies should be completed prior to curriculum registration of applicable semester in which he or she desires for re-entry status.

3. In addition to successful completion of the competency exam there must be space available in the program before the applicant will be granted re-entry. (Courses MED 140, MED 150, MED 260, may be competency tested only if the applicant reenters the Medical Assisting program within one year after withdrawing from it; otherwise, they must be retaken). In the event that more than one applicant is seeking readmission for the same term, acceptance will be awarded in the order in which the applications for admission were received in the SCC Admissions Office.

4. If after successfully completing the competency exam an applicant is denied re-entry due to lack of space in the program, that applicant will have an opportunity to apply for re-try to the same term of the following year. The applicant will again be required to complete a competency exam successfully before being readmitted to the program. If an applicant for readmission does not successfully complete one or more competency exams, he or she may start at the beginning of the Medical Assisting program.

CERTIFICATE IN MEDICAL ASSISTING:

Certificate Admission Requirements

1. Submit to the Admissions Office at Stanly Community College a properly completed Application for Admission.

2. Submit to the SCC Admissions Office an official copy of a high school transcript showing successful completion of all requirements for a diploma. A GED certificate indicating a passing score or an Adult High School diploma is acceptable in lieu of a regular high school diploma. An official transcript copy from each college, university, or other post-secondary institution attended by the applicant must be sent to the SCC Admissions Office.

3. Completion of placement test.

*Certificate students are not eligible to take the American Association of Medical Assistants (AAMA)

Certification Exam.

*These students are only trained to work in the administrative/reception area of an office.

Upon completion of the certificate program, a student may transfer all 18 credits toward a diploma and/or associate in applied science degree if the student meets all admission requirements.

felony or any other crime involving moral turpitude.

What is the difference between an Internet course and a Hybrid course?
Internet Course - A course in which all instruction is delivered online is an internet course.
Hybrid - A Hybrid course is a course which instruction is delivered in a combination of an online and traditional setting, and requires students to meet face-to-face as determined by the course. Evaluations or assessments do not affect the status of a Hybrid course. Hybrid courses are listed on the course schedule with an HY course type.

Course Sequence

	Course Title	Course Category	Hours Per Week			
Fall Semester (first year)			*Class*	*Lab*	*Exp*	*Credit Hours*
ACA-111	College Student Success	General	1	0	0	1
BIO-163	Basic Anatomy & Physiology	Major	4	2	0	5
CIS-110	Introduction to Computers	General	2	2	0	3
MED-110	Orientation to Medical Assisting	Major	1	0	0	1
MED-112	Orientation to Clinic Setting I	Major	0	0	3	1
MED-118	Medical Law and Ethics	Major	2	0	0	2
MED-121	Medical Terminology I	Major	3	0	0	3
MED-122	Medical Terminology II	Major	3	0	0	3
MED-130	Administrative Office	Major	1	2	0	2

	Procedures I					

Spring Semester (first year)			*Class*	*Lab*	*Exp*	*Credit Hours*
ENG-111	Writing and Inquiry	General	3	0	0	3
MED-131	Administrative Office Procedures II	Major	1	2	0	2
MED-232	Medical Insurance Coding	Major	1	3	0	2
MED-140	Examining Room Procedures I	Major	3	4	0	5
MED-150	Laboratory Procedures I	Major	3	4	0	5
OST-131	Keyboarding	Major	1	2	0	2
PSY-150	General Psychology	Major	3	0	0	3

Summer Semester (first year)			*Class*	*Lab*	*Exp*	*Credit Hours*
MED-260	MED Clinical Practicum	Major	0	0	15	5