Central Arizona College
8470 N. Overfield Road
Coolidge, AZ 85128
Phone: (520) 494-5444

Medical Assistant Certificate

Program Description for the Catalog: This Certificate prepares competent entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to perform administrative and clinical procedures in ambulatory settings, including physicians’ offices, clinics, and group practices. These domains have been established by the American Association for Medical Assistants (AAMA).

Effective Term: Fall
Effective Year: 2013
Semester Hours: 37

Prerequisites: 1. RDG094 and MAT082
2. HS diploma or GED.
3. PreProgram Requirement: Pass the required HESI tests with a score of 70 or above in each test before enrollment in the program.
4. PreProgram Requirement: Apply for admission to the program with the HCC Program Director before enrollment in the program.

Corequisites: None

Recommended Proficiencies: None

List of Course Requirements for the Catalog: Medical Assistant Certificate (37)

Pre-Program Requirements:
Pass the required HESI tests with a score of 70 or above in each test before enrollment in the program AND apply for admission to the program with the HCC Division Chair before enrollment in the program.

Core Requirements (12)
BIO160 Introduction to Human Anatomy and Physiology (4)
HCC111 Health Care Law and Ethics (2)
HCC112 Interpersonal Skills (2)
HCC113 Math and Dosage Calculations for Health Occupations (1)
HCC116 Medical Terminology Accelerated (3)
Specialty Requirements (25)
HIM131 Introduction to Insurance and Insurance Billing I (3)
HPM140 Medical Assisting Skills I (4)
HPM141 Medical Assisting Skills II (4)
HPM162 Basic Pharmacology for Health Occupations (3)
HPM171 Administrative Medical Procedures (4)
HPM173 Pathophysiology (3)
HPM175E Medical Assistant Practicum (4)

Other Requirements
Students must earn a grade of ?C? or better in all required courses.
Students must earn a cumulative grade point average (CGPA) of at least a 2.0 on a 4.0 scale.
Students must earn at least one-third of the certificate credits from CAC.

Measureable Student Learning Outcome Statements for Program:
Upon completion of this program the students will incorporate critical thinking based on cognitive knowledge in performance of psychomotor (skills) and affective (behavior) domains in their practice as medical assistants in the following areas:

1. Foundation for Clinical Practice: Provide patient care applied to the following:
   A. (Application Level) Using knowledge of anatomy and physiology, perform the following tests: vital signs, venipuncture, capillary puncture, pulmonary function testing, ECG, patient screening, administration of oral and parenteral medications, quality control measures, CLIA waived hematology, chemistry, urinalysis and immunology testing while demonstrating respect for patient diversity.
   B. (Application Level) Using knowledge of applied mathematics, prepare and verify proper doses of medication for administration, maintain laboratory test results using flow sheets, distinguish normal and abnormal test results and maintain growth charts.
   C. (Application Level) Using knowledge of microbiology/infection control, practice standard precautions using appropriate barrier/personal protective equipment, hand washing, sterilization technique and specimen collection and testing while showing awareness of patient rights, feelings and concerns.

2. Applied Communications competencies applied to the following:
   A. (Analysis Level) Using concepts of effective verbal, nonverbal and written communications, analyze appropriate means of effective communication with patients verbally, nonverbally and in documentation of patient care.

3. Medical Business Practices competencies applied to the following:
A. (Synthesis Level) Using knowledge of administrative functions, manage scheduling and organization of patient medical records using electronic health care records and hardware and software to maintain office system while incorporating time management principles to maintain effective office functions.

B. (Analysis Level) Using knowledge of basic practice finances, apply basic bookkeeping procedures to manual and computerized systems used in ambulatory health care with implementation of time management principles to maintain effective office functions.

C. (Application Level) Using knowledge of managed care and insurance and procedural and diagnostic coding, apply these policies and procedures to implementing both managed care and insurance plans using third party guidelines and using effective communication with patients and managed care and insurance providers.

4. Medical Law and Ethics competencies applied to the following:
   A. (Synthesis Level) Integrate knowledge of appropriate local, state and federal health care legal and ethical regulations and laws in providing patient care, practice within the standard of care and scope of practice for a medical assistant, apply HIPAA rules in regard to confidentiality, privacy and release of information, accurately document information and demonstrating sensitivity to patient rights.

5. Safety and Emergency Practices competencies applied to the following:
   A. (Analysis Level) Using knowledge of safety and emergency practices, apply quality control measures in following health and safety policies and procedures to prevent illness and injury including recognition of the effects of stress on all persons involved in emergency situations.

(*All of the Learning Outcomes listed are based on the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants (AAMA) Appendix B Core Curriculum for Medical Assistants 2008 Curriculum Plan.)

**Internal/External Standards/Accreditation for Program:**

1. Medical Assistant Certificate is accredited by the American Medical Technologist. Graduates are eligible to take the AMT examination to become registered medical assistants (RMA).

This program is competency-based education that emphasizes skills and evaluates mastery of those skills according to the actual learner's performance. Each competency listed in the attached document of MAERB Core Curriculum 2008 Plan for medical assistants must be completed with accuracy, according to the correct procedures and within the time frame allowed.

Websites:

American Medical Technologist (AMT) website: www.amtl.com

Medical Assisting Education Review Board (MAERB) Web site: www.maerb.org

American Association of Medical Assistants (AAMA) website http://www.aama-ntl.org/


See attachments for:
1. CAAHEP Standards
2. MAERB Core Curriculum
3. Program Map for Medical Assistant Certificate

Revised: May 21, 2013