

# Medical Assistant AAS

## Medical Assistant Degree Audit

### Medical Assistant Policy Manual

#### **First Year – 1<sup>st</sup> Semester MA Advisement**

- BIO130 Anatomy & Physiology I (3 cr.)
- BIO130L Anatomy & Phys. I Lab (1 cr.)
- BOT103 Keyboarding I and Document Processing (3 cr.)
- EN101 English Composition (3 cr.)
- GS100 College Seminar or GS102 College Success (1/3 cr.)
- MAS134 Orientation to Medical Assisting (2 cr.)
- BIO119 Medical Terminology (3 cr.)

#### **First Year – 2<sup>nd</sup> Semester MA Advisement**

- BIO131 Anatomy & Physiology II (3 cr.)
- BIO131L Anatomy & Phys. II Lab (1 cr.)
- BU132 Information Technology I (3 cr.)
- HIT102 Outpatient Coding, Classification & Reimbursement I (3 cr.)
- HIT218 Healthcare Reimbursement (3 cr.)
- MAS233 Medical Assistant Diagnostic & Clinical Lab. Procedures. (3 cr.)
- MB213 Medical Office Systems & Procedures (3 cr.)

#### **Second Year – 1<sup>st</sup> Semester MA Advisement**

- BIO203 Pharmacology and Pathophysiology (3 cr.)
- BU106 Business Communications (3 cr.)
- HIT219 Outpatient Coding, Classification & Reimbursement II (4 cr.)
- Mathematics Elective (3 cr.)
- MAS234 Medical Assistant Clinical Procedures (3 cr.)

#### **Second Year – 2<sup>nd</sup> Semester MA Advisement**

- HIT201 Management Principles for Health Professionals (3 cr.)
- MAS235 Medical Assistant Clinical Seminar & Externship (4 cr.)
- PSY101 General Psychology OR SOC101 Principles of Sociology (3 cr.)
- PH205 Ethics in Health Care (3 cr.)

#### **General MA Advising Information**

- Medical Assistant books are bundled for the entire program for the 5 core MA courses (MAS134, MAS233, MB213, MAS234 and MAS235). Two (2) additional review books will be required in the capstone course, MAS235, to help prepare students for certification exam.
- All admitted students need to attend the MA program orientation day (both 1<sup>st</sup> year and 2<sup>nd</sup> year students) held the week prior to semester start each fall. Students will discuss program policies and complete annual HIPAA & OSHA requirements.
- All students **MUST** be CPR/AED Certified prior to entering the clinical setting and **MUST MAINTAIN** certification throughout the duration of the clinical externship experience.

- Encourage students to attend weekly Open Labs to hone skills.
- MAS235 Externship required 160 hours in the field.
- Students take a certification exam after graduation
- Any absence in excess of 2 days (legal or not) will result in failure due to excessive absence (FX). Please refer to the MA Policy Manual for further details.
- Students may register for the Mercy Action Project in any semester as long as the requirement is completed prior to graduation.

**MA Progression Policy**

- All courses require a minimum grade of “C” except the English, Humanities, Mathematics and PSY101 or Sociology elective.
- Students in the Medical Assistant Program will have the opportunity to repeat one (1) course ONE TIME. This grading policy is consistent with that of Trocaire College.
- Maintain a minimum grade of C (2.0) or better in both the Medical Assistant Program and General Education required courses. An overall 2.0 cumulative grade point average must be maintained in order to graduate from the Medical Assistant Program.