

Medical Assistant Certificate

The Medical Assistant Certificate program prepares students to be proficient in their profession upon completion of the program. The program prepares students to demonstrate successful competence in the outcomes established by the Commission on Accreditation of Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. Students will be prepared to sit for the Registered Medical Assistant credential from the American Medical Technologists.

Upon successful completion of this program you will have the skills required to pass the RMA examination and to obtain an entry-level position in the medical assisting profession.

PREREQUISITES

You will need to demonstrate proficiencies in reading, English, and mathematics based on the COMPASS assessment test, ACT or SAT scores, or by taking the recommended/required classes. Some of the courses in this curriculum have specific prerequisites. Prerequisites can be found on the reverse side (Guide to Completing Program Requirements) or in the college catalog.

GENERAL EDUCATION (GE) COURSES

The medical assistant program is designed as a terminal certificate program. Contact the program coordinator for information on earning an Associate Degree. Certificate students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

PROGRAM CORE COURSES

ALMA 110 Medical Assisting I, ALMA 120 Medical Assisting I Lab, ALHE 105 Medical Terminology, CSIS 100 Microcomputer Business Applications, ALHE 102 Nurse Aide, ALMA 150 Medical Assisting II, ALMA 160 Medical Assisting II Lab, ALMA 125 Human Body in Health & Disease, ALHT 130 Introduction to Medical Coding, ALHE 122 Introduction to Pharmacology, ALMA 180 Externship

PROGRAM OUTCOMES

1. Practice clerical functions.
2. Perform bookkeeping functions.
3. Process insurance claims.
4. Apply fundamental medical office clinical procedures.
5. Perform specimen collection.
6. Perform diagnostic testing.
7. Provide medical office patient care.
8. Communicate effectively.
9. Apply legal and ethical concepts.

10. Instruct patients.
11. Perform medical office operational functions.

COURSE SEQUENCE

The listing that follows is a suggested sequence of courses for full-time students. Consult your advisor for information specific to your academic situation. Students should complete BIOL 102 Human Biology or ALMA 125 Human Body in Health & Disease prior to attempting BIOL 257/258.

MEDICAL ASSISTANT CERTIFICATE RECOMMENDED SEQUENCE OF COURSES

(Fall) Semester I

| | | |
|----------|-------------------------------------|---|
| ALHE 102 | Nurse Aide | 5 |
| CSIS 100 | Microcomputer Business Applications | 3 |
| ALHE 105 | Medical Terminology | 3 |
| ALMA 110 | Medical Assisting I | 3 |
| ALMA 120 | Medical Assisting I Lab | 4 |

Total - 18

(Spring) Semester II

| | | |
|----------|--|---|
| ALMA 150 | Medical Assisting II | 3 |
| ALMA 160 | Medical Assisting II Lab | 4 |
| ALMA 125 | Human Body in Health and Disease | 3 |
| ALHE 122 | Introduction to Pharmacology or ALHE 104 | 3 |
| ALHT 130 | Introduction to Medical Coding | 3 |

Total- 16

(Summer) Semester III

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|----------|------------|---|
| ALMA 180 | Externship | 4 |
|----------|------------|---|

Total- 4

Total Program Credits 38

**FOR MORE INFORMATION CONTACT:
PROGRAM ADVISORS
JEAN ERWIN, (620) 431-2820, EXT. 214
JERWIN@NEOSHO.EDU**



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In accordance with the 2006-2008 catalog Effective 9/01/2006

NEOSHO COUNTY COMMUNITY COLLEGE MEDICAL ASSISTANT CERTIFICATE

Guide to Completing Program Requirements

Directions: As you complete each course, indicate the semester taken (or transferred) and the grade received. The overall GPA must be no less than 2.0 to qualify for graduation. You should complete a graduation application in your last semester of courses.

| PROGRAM REQUIREMENTS (38-40 CR) | Course Prerequisite | Credits Hrs Completed/ Transferred | Semester Completed | Grade Earned |
|---|---|---------------------------------------|--------------------|--------------|
| ALMA 110 Medical Assistant I (3cr) | Corequisite: ALMA 120 | | | |
| ALMA 120 Medical Assistant I Lab (4cr) | Corequisite: ALMA 110 | | | |
| ALHE 105 Medical Terminology (3cr) | | | | |
| CSIS 101 Microcomputer Business Applications (3cr) | | | | |
| ALHE 102 Nurse Aide (5cr) | | | | |
| ALMA 150 Medical Assistant II (3cr) | Corequisite: ALMA 160 | | | |
| ALMA 160 Medical Assistant II Lab (4cr) | Corequisite: ALMA 160 | | | |
| ALMA 125 Human Body in Health & Disease (3cr) or BIOL 257 & 258 Human Anatomy & Physiology (5cr) or or BIOL 102 Human Biology | | | | |
| ALHE 122 Introduction to Pharmacology (3cr) or ALHE 104 Medication Aide (5cr) | | | | |
| ALHT 130 Introduction to Medical Coding (3cr) or ALMA 130 Medical Insurance and Coding (3cr) | Recommend: ALHE 105 | | | |
| ALMA 180 Externship (4cr) | BIOL 257, 258 ALHE 102, 105, 122 ALMA 110, 130, 120, 150, 160 | | | |
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| DEVELOPMENTAL COURSES (*AS NEEDED BY TEST SCORE) | | | | |
| BIOL 102 Human Biology recommended by staff | | | | |
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| TOTAL PROGRAM CREDIT HOURS (38-40 CR MINIMUM) | | | | |

COMMENTS: (INCLUDING CURRICULUM VARIANCES)