

# Medical Assistant- Beginning FY 2020-21

## Certificate

The Medical Assistant certificate program prepares students to be proficient in their profession and 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.

Upon successful completion of this program the student will have the skills required to pass the RMA (Registered Medical Assistant) examination and to obtain an entry-level position in the medical assisting profession.

### General Education (GE) Courses

The medical assistant program is designed as a terminal certificate program. Certificate students are not required to take placement exams before enrollment, so they should work closely with their advisor to determine appropriate electives and the most efficient method of obtaining career goals, as students completing this program will earn several credit hours that can be applied to an associate degree in a related field.

### Program Core Courses

ALMA 110 Medical Professional Issues, ALMA 120 Medical Administrative Aspects, ALMA 155 Emergency Preparedness, ALMA 160 Clinical Aspects of Medical Assisting, and ALMA 180 Medical Assistant Externship (requires a minimum number of hours training in a healthcare facility). All program courses must be passed with a C or better; a GPA of 2.0 or higher is required for graduation.

### Program Outcomes

1. Describe and apply clerical functions.
2. Evaluate and perform bookkeeping procedures.
3. Discuss and process insurance claims.
4. Explain and apply fundamental clinical medical office procedures.
5. Compare and perform specimen collection and diagnostic testing.
6. Perform quality control and safety measures.
7. Discuss and provide medical office patient care.
8. Communicate effectively.
9. Analyze and apply legal and ethical concepts.
10. Provide patient instruction.
11. Describe and perform medical office operational functions.

### For more information, contact:

Program advisor  
Chrisy Savage, 620-432-0398  
csavage@neosho.edu

### Course Sequence

The listing that follows is a recommended sequence of courses for full-time students. **The student should consult with an advisor for individualized needs specific to their academic situation and flexibility of course sequencing order.**

### Recommended Sequence of Courses

(Summer)		Cr Hrs
CSIS 100	Computer Concepts and Applications	3
ALHE 105	Medical Terminology	3
<b>Total</b>		<b>6</b>

### (Fall) Semester I

ALHE 102	Nurse Aide	6
ALMA 110	Medical Professional Issues	2
ALMA 120	Medical Administrative Aspects (Lab 1)	4
*ALMA 145	Anatomy and Physiology for Allied Health <b>or</b>	4
BIOL 257/258	Human Anatomy and Physiology with Lab	5

**Total** 16/17

### (Spring) Semester II

ALHT 250	Reimbursement Methodologies	3
ALMA 155	Emergency Preparedness (Lab 2)	1
ALMA 160	Clinical Aspects of Medical Assisting (Lab 2)	4
ALHE 104	Medication Aide	5
<b>Total</b>		<b>13</b>

### (Summer) Semester III

^Elective as approved		2
#ALMA 180	Medical Assistant Externship	4
<b>Total</b>		<b>7</b>

**Total Certificate Credits** 41/42

#Must show proof of CPR certification prior to beginning Externship.

\*Students planning to complete an associate's degree or transferring to another institution should complete BIOL 257/258 Human Anatomy and Physiology with Lab in place of ALMA 145.

^Recommended course electives must also be taken and passed with a "C" or better.

### List of recommended electives (need only meet minimum credits):

ALMA 126	Fundamentals of Phlebotomy I	(4)
ALHT 110	Introduction to Health Information Technology	(3)
ALHT 170	Electronic Health Records	(3)
Otec 108	Life Career Skills	(1)
ALHE 118	Home Health Aide	(2)
CURR 101	Study Skills/Test Taking Strategies	(2)
ALHE 141	Basic Life Support CPR#	(1)