

Medical Assistant

2020-2021

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 specific elective courses for this program, but should work with an advisor to find an appropriate track for career objectives. 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, ALMA 125 Human Body in Health and Disease, and ALMA 180 Medical Assistant Externship. All courses included in the program 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:

Healthcare Clinical Support Program Coordinator

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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

	Cr Hrs
(Summer)	
CSIS 100 Computer Concepts and Applications	3
ALHE 105 Medical Terminology	3
Total	6
(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	4
BIOL 257/258 Human Anatomy and Physiology with Lab	5
Total	16/17
(Spring) Semester II	
ALMA 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
Total	13
(Summer) Semester III	
*Elective as recommended	3
#ALMA 180 Medical Assistant Externship	4
Total	7
Total Certificate Credits	41/42

*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)
ALMA 161 Fundamentals of Phlebotomy II	(4)
ALHT 110 Introduction to Health Information Technology	(3)
ALHT 170 Electronic Health Records	(3)
BUSI 118 Business Communications	(3)
Otec 107 Office Systems and Procedures	(3)
Otec 108 Life Career Skills	(1)
BIOL 111 General Biology	(3)
BIOL 257 Human Anatomy and Physiology	(3)
ALHE 118 Home Health Aide	(2)
CURR 101 Study Skills/Test Taking Strategies	(2)

#Must show proof of CPR certification prior to beginning.