

Medical Assistant

One-Year Certificate of Completion

Program Coordinator Health Professions Division, 541.463.5617

Purpose To train the graduate for a successful career in the profession of medical assisting, and qualified to become a Certified Medical Assistant. The Certified Medical Assistant is a vital member of the ambulatory health care team.

Learning Outcomes The student who successfully completes all Medical Assistant requirements will:

- prepare patients for examination or treatment; take temperatures, measure height and weight, and accurately record information in the patient chart.
- physically assist patients onto and off exam table.
- sterilize instruments and stand by to assist as the physician examines or treats patients, or performs in-office surgeries.
- give medical care to patients, under the physician's supervision, such as giving injections and drawing blood.
- perform certain diagnostic testing in the laboratory.
- perform administrative duties, which include managing an appointment schedule, organizing patients' medical records, book-keeping procedures, and processing insurance claims.
- use library resources for research and written assignments for a variety of purposes.
- perform mathematical equations associated with medication dosages as well as basic mathematics to process medical insurance claims.

Accreditation Medical Assistant, accredited by the Commission on Accreditation of Allied Health Education Programs, a specialized accrediting board recognized by the Council for Higher Education Accreditation, on recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants Endowment. Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33753, caahep.org, 727.210.2350

Licensing & Certification Certified Medical Assistant

Admission Information Students are encouraged to consult a program advisor or counselor before applying for admission. The application and information on the point allocation system and transfer students is available in the Counseling and Advising Center and on the Medical Assistant website, lanecc.edu/hp/moa.

Advising & Counseling Contact Counseling and Advising, Student Services Building, or email MOAProgram@lanecc.edu

Cooperative Education (Co-op) During the required unpaid Co-op work experience in spring term, students rotate through local medical offices and clinics in both clinical and administrative settings. Students earn college credit and gain actual work experience. Students also receive instruction in the identification and proper use of other medical equipment and valuable on-the-job training. A required weekly seminar during spring term includes resume writing instruction, interviewing techniques, and other job-search skills. Contact Marty Pittman, Medical Office Assistant Cooperative Education Coordinator, Bldg. 18, Rm. 105, 541.463.3177.

Job Openings Projected through 2020

Lane County openings 30 annually
Statewide openings 375 annually

Wages

Lane County average hourly \$15.77; average annual \$32,791
Oregon average hourly \$16.42; average annual \$34,162

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Licensing or Other Certification Exams Required The eligible graduate is qualified to take the national certification examination administered by the American Association of Medical Assistants (AAMA), to become a Certified Medical Assistant. For detailed information, contact the AAMA, aama-ntl.org.

Costs (Estimates based on 2014-15 data for full-time students. Students attending part-time will incur additional term fees. Consult Lane's website for updated tuition and fees.)

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|---|---------|
| Books | \$3,858 |
| Certification, Licensure, Exams, Physicals..... | \$125 |
| Differential Fees* | \$599 |
| Program Specific Fees..... | \$582 |
| Resident Tuition and General Student Fees..... | \$6,072 |

Total Estimated Cost \$11,236

*This is the total of all the differential fees attached to the courses in this program. These fees and other course fees may change during the year. See the online credit class schedule for fees assigned to courses.

Gainful Employment Disclosure

Standard Occupational Classification: 31-9092.00

Go to the Department of Labor's O*Net website for a profile of this occupation:

Medical Assistants

onetonline.org/link/summary/31-9092.00

Or check on these O*Net Related Occupations:

Nursing Assistants onetonline.org/link/summary/31-1014.00

In academic year 2014-15, 21 students completed this certificate.

The program is designed to take 4 terms, or about 15 months of study to complete.

Of students who completed this certificate in the 2014-15 academic year, 5% completed on time.

Note: The federally required method for calculating this rate assumes students will declare their completion program major immediately, enroll full-time each term, and remain enrolled at Lane continuously until they complete their program. In reality, many community college students attend part-time, explore several majors, stop out for a term or more, change majors, and brush-up on their academic skills to be better prepared for college level courses, all of which affect this narrowly defined on-time graduation rate.

Medical Assistant

The median loan debt incurred by students who completed the program in 2014-15 = \$10,500.

Explanation of costs: lanecc.edu/esfs/credit-fees-and-expenses

Course Requirements

1. Prerequisites are required for some courses. See course descriptions.
2. WR 115W must be completed with a Pass or 'C-' or better to satisfy program requirements.
3. To meet AGS degree requirements, take Arts and Letters for 4 credits if CG 103 was completed as prerequisite for MOA program admission; take Human Relations for 4 credits if COMM 218 was completed as prerequisite.
4. HO 100, MTH 052 and all courses with BT, HIT, HO, or MA prefixes must be completed with a letter grade of 'C-' or better to satisfy program requirements.
5. To register for any MA or HIT classes, a student must be accepted into the program. Other first and second term courses may be taken prior to program entry.
6. These courses may be taken any term: BT 120, BT 165, HO 110, HO 114, HO 220.

Enrollment Requirements to be Met by Start of Fall Term Program

Each accepted student must submit evidence of a physical examination (within the previous nine months) and receive several vaccinations before classes begin. Students are required to hold a Health Care Provider CPR and a Health Care Provider First Aid card (both must remain current through July of the year of graduation from the certificate program). In addition, students must complete courses outlined below.

1. Prerequisites are required for some courses. See course descriptions.
2. All first year courses, as well as MTH 052 and HO 100 must be completed with a letter grade, not P/NP, and must be passed with a grade of 'C-' or better to satisfy program requirements. WR 115 must be must be passed with a grade of 'C-' or better and WR 121 must be completed with a letter grade, not P/NP.
3. All second year courses may be completed prior to entry into the Medical Assistant program, and may be taken any term.
4. To register for any MA or HIT classes, a student must be accepted into the program. Other first and second term courses may be taken prior to program entry.
5. To meet MA Certificate requirements and also AGS degree requirements, take Arts and Letters for 4 credits if CG 103 was completed as prerequisite for MA program admission; take Human Relations requirement for 3-4 credits if COMM 218 was completed as prerequisite.

Prerequisites

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| Choice of: | 3-4 |
| CG 203 Human Relations at Work | |
| COMM 218 Interpersonal Communication | |
| HO 100 Medical Terminology 1 | 3 |
| WR 115W Intro to College Writing:Workplace Emphasis | |
| or higher-level writing | 3-4 |
| MTH 052 Math for Introductory Physical Science..... | 4 |
| Fall | |
| Choice of: | 4 |
| BT 120 MS Word for Business | |
| CS 120 Concepts of Computing Information Processing | |
| HIT 207 EHR for the Provider Office | 3 |
| HO 110 Medical Filing and Records Management | 3 |
| HO 150 Human Body Systems 1..... | 3 |
| MA 110 Clinical Assistant 1 | 3 |
| PSY 201 General Psychology | 4 |
| Winter | |
| HO 114 Medical Coding Procedures | 3 |
| HO 152 Human Body Systems 2..... | 3 |
| HO 153 Introduction to Pharmacology | 3 |
| HO 220 Legal and Ethical Aspects of Healthcare | 3 |
| MA 120 Clinical Assistant 2..... | 3 |
| MA 150 Laboratory Orientation..... | 3 |
| MA 206 Co-op Ed: Medical Office Assistant Seminar..... | 2 |
| Spring | |
| HIT 160 Practice Management..... | 3 |
| HO 112 Medical Insurance Procedures..... | 3 |
| MA 130 Clinical Assistant 3..... | 3 |
| MA 280 Cooperative Education: Medical Office Assistant . | 5 |
| BT 165 Introduction to the Accounting Cycle..... | 4 |