

MEDICAL ASSISTING

CERTIFICATION

The Medical Assisting program is certified by the National Center for Competency Testing (NCCT), 7007 College Boulevard, Suite 250, Overland Park, KS 66211.

DIPLOMA PROGRAM

Medical assistants help care for patients by providing routine treatment and performing laboratory or office duties. Typical duties include scheduling and receiving patients; taking temperature, blood pressure, height, and weight measurements; assisting in examinations; and keeping medical records. Under a doctor's direction, they also may give injections, assist in collecting samples for analysis, perform standard laboratory tests, and order and maintain supplies.

The Medical Assisting program prepares students for employment in a variety of positions in medical offices and facilities. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Program content focuses on medical administrative procedures, medical assisting skills, medical law and ethics, anatomy and physiology, human diseases, medical terminology, pharmacology, and document processing. Students become knowledgeable in the administrative and clinical aspects of a typical medical office.

ASSOCIATE DEGREE OPTION

Individuals who are graduates of, or eligible to graduate from, this diploma program and who meet general admission requirements for associate-degree level work may pursue an associate of applied science degree in Health by completing an additional 50 quarter credit hours of coursework. Interested students should see their advisors to obtain assistance in completing processes associated with readmission and/or change of major.

TECHNICAL STANDARDS

According to the nature of the work required in the Medical Assisting program, students must be able to perform the following technical standards:

• **Physical Standards**

- Lift and carry equipment weighing up to 50 pounds, support and assist patients in and out of a wheelchair, and assist patients on and off of examination tables (up to 25 percent of the workday is spent lifting equipment and patients)
- Push a patient weighing 200 pounds in a wheelchair
- Kneel, bend, stoop, and/or crouch to perform CPR, assist patients, and retrieve items from cabinets located below waist level

- Bend, reach above shoulders, and/or twist to position examination table, adjust equipment, or obtain supplies
- Have fine motor dexterity in order to grasp with both hands, pinch with thumb or forefinger, manipulate equipment and delicate instruments such as microscopes and sphygmomanometers, perform tasks such as phlebotomy and electrocardiography, draw up and administer parental medications, handle small containers of potentially biohazardous specimens, use sample measuring devices such as capillary tubes, set up and maintain a sterile field, put on personal protective equipment, operate controls on instruments and equipment, talk on the telephone and write simultaneously, and operate multi-line telephone systems, computer keyboards, and ten-key adding machines

• **Tactile Standards**

- Palpate pulses, muscle contractions, bony landmarks and edema
- Differentiate between temperature and pressure variations

• **Auditory Standards**

- Have adequate auditory perception to receive verbal communication from patients and other members of the healthcare team either in person or over the telephone
- Hear heart sounds, blood pressure sounds, and patient distress sounds to assess health needs of patients
- Hear instrument timers and alarms
- Hear over the telephone, paging systems, or intercoms in order to communicate with patients and other members of the healthcare team

• **Communicate Standards**

- Have adequate communication skills (verbal, non-verbal, and written) to interact effectively with individuals
- Speak in the English language in a clear, concise manner in order to communicate with patients (such as interviewing and taking patient history, obtaining chief complaint, and providing patient education regarding treatment plans, disease prevention, or health maintenance), families, healthcare providers, other members of the healthcare team, and the community
- Comprehend oral and written language including medical terminology in order to communicate with patients, families, healthcare providers, other members of the healthcare team, and the community

- Write in English clearly and legibly in order to document information in medical records, complete forms, and initiate written communication
- **Mental/Cognitive Standards**
 - Have sufficient intellectual and emotional functions to plan and implement the duties of a medical assistant in a responsible manner
 - Function safely, responsibly, and effectively under stressful situations
 - Remain alert to surroundings and potential emergencies
 - Interact effectively and appropriately with patients, families, and coworkers
 - Display attitudes and actions consistent with ethical standards of medical assisting
 - Maintain composure while managing and prioritizing multiple tasks
 - Communicate an understanding of the principles of confidentiality, respect, tact, politeness, collaboration, teamwork, and discretion
 - Handle difficult interpersonal situations in a calm and tactful manner
 - Remain calm, rational, decisive, and in control at all times, especially during emergency situations
 - Maintain cleanliness and personal grooming consistent with close personal contact
 - Function without causing harm to others if under the influence of prescription or over-the-counter medication
 - Function without causing to others, including situations that may result from any mental or physical conditions

CAREER OPPORTUNITIES

Graduates qualify for positions as medical assistants, emergency room secretaries, admissions office clerks, ward secretaries, medical records clerks, EKG technicians, and lab assistants (phlebotomists) in hospitals, health departments, and other public agencies.

PROGRAM EXPENSES

The recent reauthorization of the Higher Education Act requires all colleges and universities to notify students and prospective students of all program costs for which they will be responsible. Students will be responsible for the following expenses:

- Quarterly tuition (\$45 per credit hour)
- Quarterly student activity fees (\$16)
- Quarterly registration fee (\$26)
- Quarterly accident insurance fee (\$4)
- Quarterly instructional and technology supply fee (\$35)
- Cardiopulmonary resuscitation certification (\$40)
- Certification/Examinations
 - General Chair-Side National Board examination (\$175)
 - Georgia Board of Dentistry – Expanded Functions certification (\$75)

- Infection Control National Board examination (\$150)
- Radiology Health and Safety National Board examination (\$150)
- Dental Assisting Supplies (Approximately \$55 for entire program)
- Immunizations
 - Hepatitis B (\$200)
 - Mumps, Measles, Rubella (\$25)
 - Varicella (\$25)
 - Tetanus (\$25)
 - Tuberculosis skin test (\$25)
- Malpractice insurance (\$11 each year)
- Physical examination (Approximately \$100)
- Radiation monitor fees (\$15 per quarter)
- Textbooks (Approximately \$600 for entire program)
- Uniforms (Approximately \$250)

The expenses are based on costs in effect at the time this catalog was published. Prices are subject to change.

ADMISSION REQUIREMENTS

To receive consideration for admission to the Medical Assisting program, applicants must be 17 years of age, be in good academic standing, and submit the following information to the Admissions Office:

- Completed and signed application for admission and a \$20 nonrefundable application fee;
- Official high school or GED transcripts and/or official college transcripts from all colleges attended in the past (See *General Admission Requirements*);
- Valid COMPASS, ASSET, SAT, or ACT test scores (see *ASSET and COMPASS Placement Tests*);
- NLN Pre-admission PN Examination scores of no less than the 40th percentile that are less than five years old on the application deadline date (see *Life Sciences Selective Admissions Examinations*);
- Documentation of completion of all general and health core classes (AHS 104, AHS 109, AHS 1011, ENG 1010, MAT 1012, PSY 1010, SCT 100) with a grade of C or better in AHS 104, AHS 109, and AHS 1011; and
- Completed and signed Intent form and technical standards form (blank forms are available in the Admissions Office and online at www.athenstech.edu—Select *Prospective Students* and then *Competitive Health Pgms*).

The number of students admitted to this program is limited. Acceptance into the program is determined by the availability of space, students' NLN Pre-admission PN Examination scores, and their completion of all general and health core classes. Although applicants must have a minimum grade of C in all prerequisite courses, it should be noted that the prerequisite course grade point average is one of the main criteria for selection in health and life sciences programs, so grades of C are typically not competitive.

The application deadline for fall admission is August 1, while the deadline for spring admission is February 1. Prospective students may gain admission to the college initially as Health Care Assistant program students/applicants to Medical Assisting in order to complete any learning support classes and required general core and health core courses. Applicants to this program must take the NLN examination no later than July to receive consideration in the fall selection process and no later than January to receive consideration in the spring selection process (see *Life Sciences Selective Admissions Examinations*). Students admitted to the program must have the following documents on file in the Medical Assisting Office prior to taking MAS 108:

- a. Verification of malpractice insurance (see *Malpractice Insurance*; must be purchased at the time of registration for MAS 108);
- b. Record of physical exam with physician statement that the student is in satisfactory health;
- c. PPD and/or chest x-ray results;

- d. Hepatitis B initial immunization started while enrolled in MAS 108 (students must receive all three Hepatitis B immunizations prior to completing the second skills course, MAS 109);
- e. Documentation providing evidence of immunity OR a blood titer for measles, mumps, and rubella (MMR);
- f. Documentation of having received a tetanus immunization within the last ten years;
- g. Documentation of immunization history OR current blood titer for Varicella (chicken pox); and
- h. A signed document acknowledging that they may be required to complete drug testing and/or background checks at their own expense prior to participating in internships, practicums, or clinical activities at certain host sites for these activities (see *Drug Testing/Background Checks*) (blank documents are available from the program chair or the Admissions Office and online at www.athenstech.edu—Select *Prospective Students* and then *Competitive Health Pgms*).

MEDICAL ASSISTING CURRICULUM OUTLINE

Diploma Program (Major Code: MA02)

Credit Required for Graduation: 84 quarter credit hours

			Credits
General Core			15
ENG	1010	Fundamentals of English I	5
MAT	1012	Foundations of Mathematics	5
PSY	1010	Basic Psychology	5
Health Core			14
*	AHS 104	Introduction to Health Care	3
*	AHS 109	Medical Terminology for Allied Health	3
*	AHS 1011	Anatomy and Physiology	5
	SCT 100	Introduction to Microcomputers	3
Essential Specific Occupational Courses			55
*	BUS 1130	Document Processing	6
*	MAS 101	Legal Aspects of the Medical Office	3
*	MAS 103	Pharmacology	5
*	MAS 106	Medical Office Procedures	5
*	MAS 108	Medical Assisting Skills I	6
*	MAS 109	Medical Assisting Skills II	6
*	MAS 110	Medical Insurance Management	3
*	MAS 111	Administrative Practice Management	4
*	MAS 112	Human Diseases	5
*	MAS 117	Medical Assisting Externship	8
*	MAS 118	Medical Assisting Seminar	4

**Students must pass courses with grades of C or better.*

ALLIED HEALTH SCIENCE

Department Code: AHS

AHS 104

Introduction to Health Care (2-3-3)

Banner Title: Intro to Health Care

Instructors introduce a grouping of fundamental principles, practices, and issues common to many specializations in the health care profession. In addition to the essential skills, students explore various delivery systems and related issues. Topics include basic life support and cardiopulmonary resuscitation (CPR); basic emergency care, first aid, and triage; vital signs; infection control; and blood and airborne pathogens. Students must pay a \$30 supply fee when registering for this course.

Prerequisite: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

AHS 109

Medical Terminology for Allied Health Science (3-0-3)

Banner Title: Medical Terminology for AHS

This course introduces the elements of medical terminology. Instructors place emphasis on building familiarity with medical words through knowledge of roots, prefixes, and suffixes. Topics include origins (roots, prefixes, and suffixes), word building, abbreviations and symbols, terminology related to the human anatomy, reading medical orders and reports, and terminology specific to the students' programs of study.

Prerequisite: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

AHS 1011

Anatomy and Physiology (5-0-5)

Banner Title: Anatomy and Physiology

This course focuses on the basic, normal structure and function of the human body. Instructors provide an overview of each body system, how the systems coordinate activities to maintain a balanced state, and how these systems recognize deviations from the normal. Topics include general plan and function of the human body, integumentary system, skeletal system, muscular system, nervous and sensory systems, endocrine system,

cardiovascular system, lymphatic system, respiratory system, digestive system, urinary system, and reproductive system.

Prerequisite: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

BUSINESS ADMINISTRATIVE TECHNOLOGY

Department Code: BUS

BUS 1130

Document Processing (2-8-6)

Banner Title: Document Processing

This course reinforces the touch system of keyboarding, placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

Prerequisite: The ability to key at least 30 words per minute or BUS 1100

Offered quarterly

ENGLISH

Department Code: ENG

ENG 1010

Fundamentals of English I (5-0-5)

Banner Title: Fundamentals of English I

This course emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing techniques, applied grammar and writing skills, editing and proofreading skills, research skills, and oral presentation skills.

Prerequisites: ENG 097 with a grade of C or better and RDG 097 with a grade of C* or better or placement by diagnostic testing*

Offered quarterly

MEDICAL ASSISTING

Department Code: MAS

MAS 101

Legal Aspects of the Medical Office (3-0-3)

Banner Title: Legal Aspects/Medical Office

This course introduces the basic concept

of medical assisting and its relationship to other health fields. Instructors focus on medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Students develop knowledge of medical jurisprudence and the essentials of professional behavior. Topics include an introduction to medical assisting; medical law; the physician-patient-assistant relationship; the medical office in litigation; as well as ethics, bioethical issues and HIPAA.

Prerequisite: Program admission

Offered quarterly

MAS 103

Pharmacology (5-0-5)

Banner Title: Pharmacology

This course introduces drug therapy and stresses safety and the classification of drugs, their action, side effects, and/or adverse reactions. This course also introduces the basic concept of mathematics used in the administration of drugs. Topics include introduction to pharmacology, calculation of dosages, sources and forms of drugs, drug classification, and drug effects on the body systems.

Prerequisites: AHS 109, AHS 1011, MAT 1012

Offered quarterly

MAS 106

Medical Office Procedures (4-2-5)

Banner Title: Medical Office Procedures

This course emphasizes essential skills required for the medical practice. Topics include office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

Prerequisites: Program admission

Corequisite: BUS 1130

Offered quarterly

MAS 108

Medical Assisting Skills I (2-10-6)

Banner Title: Medical Assisting Skills I

Students develop the skills needed to assist physicians in completing patient histories and physicals in all types of medical practices. The course includes the skills necessary for sterilizing instruments and equipment and setting up sterile trays. Students also explore the theory and practice of electrocardiography. Topics include infection control and related OSHA guidelines, preparing patients/assisting physician with age and gender-specific

examinations and diagnostic procedures, vital signs/mensuration, medical office surgical procedures, and electrocardiography. Students must pay a \$20 supply fee when registering for this course.

Prerequisites: Program admission,

AHS 109, AHS 1011

Prerequisite/Corequisite: AHS 104,

MAS 103

Offered quarterly

MAS 109

Medical Assisting Skills II (2-10-6)

Banner Title: Medical Assisting Skills II

This course furthers student knowledge of the more complex activities in physicians' offices. Topics include collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG, etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety; and maintenance of medication and immunization records. Students must pay a \$20 supply fee when registering for this course.

Prerequisites: MAS 103, MAS 108

Offered quarterly

MAS 110

Medical Insurance

Management

(1-5-3)

Banner Title: Medical Insurance

Management

This course emphasizes essential skills required for the medical office. Topics include managed care, reimbursement, and coding.

Prerequisites: Program admission,

AHS 109; AHS 1011, MAS 106

Corequisites: MAS 103, MAS 111,

MAS 112

Offered quarterly

MAS 111

Administrative Practice

Management

(2-5-4)

Banner Title: Administrative Practice

Management

This course emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include medical transcription/electronic health records, application of computer skills, integration of medical terminology, accounting procedures, and application of software.

Prerequisites: AHS 109, AHS 1011,

BUS 1130, ENG 1010, SCT 100

Corequisites: MAS 103, MAS 106,

MAS 110

Offered quarterly

MAS 112

Human Diseases

(5-0-5)

Banner Title: Human Diseases

This course provides clear, succinct, and basic information about common medical conditions. Taking each body system, the disease condition is highlighted following a logical formation consisting of description, etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention. Topics include introduction to disease and diseases of body systems.

Prerequisites: AHS 109, AHS 1011

Offered quarterly

MAS 117

Medical Assisting

Externship

(0-24-8)

Banner Title: Medical Assisting

Externship

This course provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include application of classroom knowledge and skills, functioning in the work environment, communication, and following directions.

Prerequisites: Completion of all required coursework prior to internship, except for MAS 118, a 2.0 cumulative grade point average, no unresolved grades of F or I from previous courses, and good academic standing.

Corequisite: MAS 118

Offered quarterly

MAS 118

Medical Assisting Seminar (4-0-4)

Banner Title: Medical Assisting Seminar

This seminar course focuses on job preparation, maintenance skills, and review for the certification examination. Topics include letters of application, resumes, completing a job application, job interviews, letters of resignation, and review of program competencies for employment and certification.

Prerequisite: Completion of all required courses except MAS 117

Corequisite: MAS 117

Offered quarterly

MATHEMATICS

Department Code: MAT

MAT 1012

Foundations of

Mathematics

(5-0-5)

Banner Title: Foundations of Mathematics

This course emphasizes the mathematical skills that can be applied to the solution of occupational and technical problems. Topics include properties of numbers, fractions, decimals, percents, ratios and proportions, measurement and conversions, formula manipulation, technical applications, and basic statistics.

Prerequisite: MAT 097 with a grade of

C or better or placement by diagnostic testing*

Offered quarterly

PSYCHOLOGY

Department Code: PSY

PSY 1010

Basic Psychology

(5-0-5)

Banner Title: Basic Psychology

This course presents the basic principles of human behavior and their application to everyday life and work. Topics include an introduction to psychology; social environments; communications and group processes; personality; emotions and motives; conflicts, stress, and anxiety; perception and learning; life span development; and abnormal psychology.

Prerequisites: ENG 097 with a grade of

C or better and RDG 097 with a grade of C* or better or placement*

by diagnostic testing

Offered quarterly

SCIENCE AND TECHNOLOGY

Department Code: SCT

SCT 100

Introduction to

Microcomputers

(1-4-3)

Banner Title: Intro to Microcomputers

This course introduces the fundamental concepts and operations necessary to use microcomputers. Course content emphasizes basic functions and familiarity with computer use. Topics include computer terminology and an introduction to the Windows environment, networking, word processing, spreadsheets, presentation graphics, and databases.

Prerequisite: Provisional admission

Offered quarterly