

MEDICAL ASSISTANT, ASSOCIATE IN APPLIED SCIENCE (MED)

Effective: Fall 2023

The Medical Assistant program prepares students as multi-skilled health care workers who function as assistants to physicians and other health care professionals in a variety of ambulatory care settings. The responsibilities of the medical assistant include administrative and clinical duties.

A Medical Assistant, Associate Degree in Applied Science, will be awarded upon successful completion of the required program with a 2.5 G.P.A. and a "C" or better in all allied health courses (AHM and AHA).

Students may complete the Certificate of Proficiency (CMED) program first.

SPECIAL REQUIREMENTS

Medical Assistant applicants are required to take college placement tests in math, reading and English upon applying to the college. Any deficiencies should be remedied prior to registering for AHM 106 Medical Assistant Clinical I.

ACCREDITATION COMPLIANCE

Medical Assistant students must progress through the curriculum in the sequence required by MAERB, our program accrediting body (p. 3). Required medical assistant competencies may not be assessed until the student has taken or is taking AHM 106 Medical Assistant Clinical I.

Divisional approval is required for Medical Assistant majors in the following four courses where competencies are assessed:

Code	Title	Hours
AHM 130	Medical Coding Concepts for Allied Health	3
AHM 185	Medical Office Management	4
AHM 106	Medical Assistant Clinical I	4
AHM 107	Medical Assistant Clinical II	4

FUNCTIONAL ABILITIES

Certain functional abilities that will enable the student to competently perform required technical skills are necessary for completion of the program. A functional abilities inventory is required from each student prior to externship. Reasonable accommodations will be made on an individual basis.

STUDENT CONDUCT

Students may be removed from the program for violation of safety, confidentiality or for behavior that is incompatible with the DCCC Code of Conduct pending outcome of an appeal.

EXTERNSHIP

Selected clinical externship sites will be provided in local medical offices under the supervision of allied health instructors. The externship is a learning experience giving the student the opportunity to utilize learned skills in the medical office environment. The student may not receive

monetary remuneration or other reimbursement. Students are required to carry liability insurance while in externship which is included in tuition.

In addition to normal tuition and fees, Medical Assistant students will have the following additional expenses for externship: uniform, name tag, stethoscope, personal insurance, cost of a physical exam, required vaccines, drug screen, PA background check, PA Child Abuse Clearance and FBI Background check including fingerprints, current CPR, and a program package form Castle Branch for collection of externship documents.

Documentation of the following must be on file by the provided deadline while student is enrolled in AHM 107 Medical Assistant Clinical II. Students will be unable to go on externship if there are missing documents.

- FBI Criminal Background Check (including fingerprints)
- Background Check and Child Abuse Clearance from state of residency.
- Complete physical examination including laboratory testing
- Seasonal flu vaccine
- Covid Vaccine
- Hepatitis B vaccine
- 10 panel drug screens
- Two-step Mantoux PPD or QuantiFERON test
- Current CPR for Health Provider.
 - American Heart Association – "Basic Life Support" OR
 - American Red Cross – "BLS/CPR for Healthcare"

Third-party entities, such as clinical sites, require criminal background checks as a condition participating in externship in a medical office. Even if you have chosen the Medical Assistant Program as your major, sites may refuse you access to the facilities if the criminal background check does not meet the facility's standards. The Medical Assistant Program will attempt to make other arrangements for such students to fulfill clinical requirements but may not be able to do so.

Details will be provided, and documents will be collected in AHM 107 Medical Assistant Clinical II.

Medical Assisting Students are required to sit for the national certification exam offered by the American Association Medical Assistants (AAMA) during a designated time. The cost of the exam is included in the AHM 107 Medical Assistant Clinical II tuition. The exam is a requirement of AHM 199 Medical Assistant Externship

Program Outcomes

Upon successful completion of this program, students should be able to:

- Apply knowledge of the anatomical structure and physiological functioning of the human body and of medical terms descriptive of body systems.
- Perform the administrative and clinical duties necessary to serve as a medical assistant, assistant to a physician and other health care professionals.
- Discuss the ethical and legal issues associated with the medical assistant profession.
- Communicate effectively with patients and other health care professionals to provide care to patients in an outpatient setting.
- Apply clinical reasoning skills to accurately screen patients with acute and chronic disease processes in the clinical setting.

- Demonstrate how to safely prepare and administer proper dosages of medications.
- Identify issues and practices applicable to health information including electronic health records.

Full-Time Academic Plan

First Semester		Hours
AHM 102	Introduction to Health Care	3
AHM 104	Body Structure and Function I ¹	3
AHM 105	Body Structure and Function II ¹	3
AHM 233	Medical Terminology	3
ENG 100	English Composition I	3
Hours		15
Second Semester		Hours
AHM 106	Medical Assistant Clinical I	4
AHM 140	Professional and Communication Issues in Health Care	3
AHM 208	Pathophysiology and Pharmacology	4
CS 100	Introduction to Information Technology	3
Hours		14
Third Semester		Hours
AHM 107	Medical Assistant Clinical II	4
AHM 130	Medical Coding Concepts for Allied Health	3
AHM 185	Medical Office Management	4
AHM 220	Applied Microbiology	1
Hours		12
Fourth Semester		Hours
AHM 199	Medical Assistant Externship	4
Hours		4
Fifth Semester		Hours
AHA 207	Ethical/Legal Aspects of Health Care Management	3
COMM 100 or COMM 111 or BUS 130	Interpersonal Communication or Public Speaking or Business Communication	3
MAT 120 or MAT 121	Modern College Mathematics or Introduction to Probability and Statistics	3
PSY 140	General Psychology	3
SOC 110	Introduction to Sociology	3
Hours		15
Total Hours		60

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BIO 150 Human Anatomy and Physiology I and BIO 151 Human Anatomy and Physiology II can be substituted for AHM 104 Body Structure and Function I and AHM 105 Body Structure and Function II.

Students have the option of integrating the fifth semester courses into the first, second, and third semesters. Courses cannot be integrated into the fourth semester as students are not permitted to take courses while participating in externship. If a student takes any of the fifth semester courses while pursuing the Medical Assistant, Certificate of Proficiency (CMED), they must declare a dual major in Medical Assistant, Certificate of Proficiency (CMED) and Medical Assistant, AAS (MED).

Students may complete all courses in the Medical Assistant, Certificate of Proficiency (CMED) prior to taking courses included in the fifth semester. If a student chooses to complete the Medical Assistant, AAS (MED) after completing Medical Assistant, Certificate of Proficiency (CMED), they must change their major to Medical Assistant, AAS (MED).

Part-Time Academic Plan

Course	Title	Hours
First Semester		
AHM 102	Introduction to Health Care	3
AHM 104	Body Structure and Function I ¹	3
AHM 105	Body Structure and Function II ¹	3
Hours		9
Second Semester		
AHM 233	Medical Terminology	3
ENG 100	English Composition I	3
AHM 106	Medical Assistant Clinical I	4
Hours		10
Third Semester		
AHM 140	Professional and Communication Issues in Health Care	3
AHM 208	Pathophysiology and Pharmacology	4
CS 100	Introduction to Information Technology	3
Hours		10
Fourth Semester		
AHM 107	Medical Assistant Clinical II	4
AHM 130	Medical Coding Concepts for Allied Health	3
AHM 185	Medical Office Management	4
Hours		11
Fifth Semester		
AHM 220	Applied Microbiology	1
AHM 199	Medical Assistant Externship	4
AHA 207	Ethical/Legal Aspects of Health Care Management	3
Hours		8
Sixth Semester		
COMM 100 or COMM 111 or BUS 130	Interpersonal Communication or Public Speaking or Business Communication	3
MAT 120 or MAT 121	Modern College Mathematics or Introduction to Probability and Statistics	3
PSY 140	General Psychology	3
Hours		9
Seventh Semester		
SOC 110	Introduction to Sociology	3
Hours		3
Total Hours		60

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BIO 150 Human Anatomy and Physiology I and BIO 151 Human Anatomy and Physiology II can be substituted for AHM 104 Body Structure and Function I and AHM 105 Body Structure and Function II.

Students have the option of integrating the fifth semester courses into the first, second, and third semesters. Courses cannot be integrated into the fourth semester as students are not permitted to take courses while participating in externship. If a student takes any of the fifth semester courses while pursuing the Medical Assistant, Certificate of Proficiency (CMED), they must declare a dual major in Medical Assistant, Certificate of Proficiency (CMED) and Medical Assistant, AAS (MED).

Students may complete all courses in the Medical Assistant, Certificate of Proficiency (CMED) prior to taking courses included in the fifth semester. If a student chooses to complete the Medical Assistant, AAS (MED) after completing Medical Assistant, Certificate of Proficiency (CMED), they must change their major to Medical Assistant, AAS (MED).

Accreditation

The Delaware County Community College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org (<http://www.caahep.org>)), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763

Program Performance

In compliance with MAERB Policy 210 the five- year average for retention is reported below. This information is based on the most recent Annual Report Form submitted to the Medical Assisting Education Review Board (<https://www.maerb.org/>) (MAERB) and the Commission on Accreditation of Allied Health Education Programs (<https://www.caahep.org/>) (CAAHEP) for the years 2019-2023.

- The five-year average for the retention rate for the years 2019-2023 is 93.15% for the Associate Degree program.
- The five-year average for the retention rate for the years 2019-2023 is 81.48% for the Certificate Degree program.

Career