

MEDICAL ASSISTING

pcc.edu/programs/medical-asst/

CAREER AND PROGRAM DESCRIPTION

Those trained in the Medical Assisting Program will find occupations involved within various aspects of the healthcare team. Medical Assistants work in ambulatory care or out-patient clinics and perform a variety of clinical and administrative duties. Clinical responsibilities may include: assisting physicians and preparing patients for examinations; taking and recording vital signs and medical histories; performing venipuncture, spirometry, and electrocardiograms; and preparing, administering, and documenting medications; administering immunizations, collecting and processing specimens. Administrative responsibilities may include: scheduling and receiving patients; maintaining medical records; handling telephone calls; completing prior authorizations; utilizing current medical coding; and insurance and billing matters.

The program curriculum is based on the Patient-Centered Model Home (PCMH). Students will understand the importance of a personal clinician to the health of individual patients and the population as a whole; recognize the importance of patient-centered interactions with healthcare outcomes; recognize the importance of continuous quality improvement, using evidence based results to develop best practices for patient care by way of measuring data using proper metrics; and understand the importance of information systems to the functionality of the patient centered medical home; and demonstrate appropriate leadership skills.

Students are prepared to function under the supervision of a licensed provider. The program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP) on recommendation of the Committee on Accreditation for Medical Assistants Education. Graduates are eligible to take the national credentialing exam given through the American Association of Medical Assistants. Individuals who have been found guilty of a felony or pleaded guilty to a felony may not be eligible to take the Certified Medical Assistants Examination (CMA-AAMA). However, the certifying board may grant a waiver based on mitigating circumstances. See the American Association of Medical Assistants (AAMA) CMA Examination application for specifics.

Students may enter the program in Fall, Winter, Spring or Summer terms. Students must receive a "C" or better in all programs required courses. The program is designed to correlate classroom and laboratory experience with practical experience in health care facilities.

DEGREES AND CERTIFICATES OFFERED

ONE-YEAR CERTIFICATE

Medical Assisting

ADMISSION PREREQUISITES

Academic Prerequisites

- Completion with a grade of "C" or "P" better in the following: WR 121Z, BI 121 or BI 120 and MP 111.
- This is a limited entry program. Complete a Medical Assisting program application including recommendation forms and transcripts from all colleges attended other than PCC.

Other Prerequisites

- Students must demonstrate a working knowledge and/or background of basic computer skills including Windows, keyboarding, Internet, and e-mail. Students who are not able to demonstrate a working knowledge and/or background will be required to take a course(s) prior to admission

- Once conditionally admitted, students must attend a program orientation.
- Once formally admitted, students will be required to complete various state and program requirements such as a criminal background check, immunizations and drug screening. Contact the department office for more information.
- Once formally admitted, students are strongly encouraged to meet with a Medical Assisting Program advisor.

PROGRAM REQUIREMENTS

Academic Requirements

- None

Non-Academic Prerequisites

- Students must demonstrate a working knowledge and/or background of basic computer skills including Windows, keyboarding, Internet, and e-mail. Students who are not able to demonstrate a working knowledge and/or background will be required to take a course(s) prior to admission
- Once conditionally admitted, students must attend a program orientation.
- Once formally admitted, students will be required to complete various state and program requirements such as a criminal background check, immunizations and drug screening. Contact the department office for more information.
- Once formally admitted, students are strongly encouraged to meet with a Medical Assisting Program advisor.

Non-Academic Requirements

- Students must have transportation to clinical facilities throughout the Portland Metropolitan area and surrounding communities.

MEDICAL ASSISTING ONE-YEAR CERTIFICATE

Minimum 46 credits. Students must meet all certificate requirements.

Course of Study

The coursework listed below is required. The following is an example of a term-by-term breakdown.

Code	Title	Credits
BI 120	Survey of Body Systems	5
or BI 121 & BI 122	Introduction to Human Anatomy & Physiology I and Introduction to Human Anatomy & Physiology II	
or BI 231 & BI 232 & BI 233	Human Anatomy & Physiology I and Human Anatomy & Physiology II and Human Anatomy & Physiology III	
MA 112	Medical Office Assistant Seminar I	2
MA 114	Introduction to Clinical Procedures	1
MA 117	Medical Office Administrative Procedures §	4
MA 118	Medical Office Administrative Procedures (Lab)	2
MA 120	Introduction to Clinical Phlebotomy	1
MA 122	Medical Office Assistant Seminar II	2
MA 123	Medical Office Clinical Procedures §	4
MA 124	Medical Office Clinical Procedures (Lab) §	2
MA 130	Clinical Phlebotomy II	1
MA 131	Introduction to Medical Science	3
MA 132	Medical Office Assistant Seminar III	2
MA 270	Clinical Practicum	6
MP 111	Medical Terminology	4

MP 113	Healthcare Provider CPR/AED, First Aid/ Bloodborne Pathogens	1
MP 135	Pharmacology for Allied Health	3
MP 140	Introduction to Health Law and Ethics	3
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Total Credits		46

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Course contains Related Instruction and cannot be substituted with another course; Related Instruction details can be viewed here.