Purpose: The Medical Assisting degree program prepares students for employment in a variety of positions in today's medical offices. 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. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive an associate of applied science degree in Medical Assisting.

Admission Requirements:
- Age 17 or older
- High school diploma or GED
- Completion of application process including placement test; or provide SAT or ACT scores less than five years old
- Completion of Medical Assisting Diploma program

Program Requirements:
- The number of students accepted into the Medical Assisting program is limited by the number of faculty and clinical facilities available. In the event that there are more applicants than the college can accommodate, a competitive admission process will be implemented.
- Attend a mandatory Medical Assisting information session. Dates of the mandatory information sessions are posted on the college website under Academic Programs. Students are responsible for obtaining the dates and attending one of the required meetings.
- Must complete all required learning support courses before competitive process begins.
- No re-admission to the program after two withdrawals or two academic failures in any occupational course.
- Must meet the technical competencies (listed below) of the program prior to entry.
- Must maintain a GPA of 2.0 or better; a grade of “C” or better must be achieved in each course in order to progress to the next semester of the program, including the practicum. An overall GPA of 2.0 or better is required to be eligible to sit for the CMA national certification exam.
- Must maintain CPR certification and carry professional liability insurance while enrolled in the occupational courses.
- Must provide a physical examination and immunization record prior to participation in MAST 1090 and practicum; failure to provide the physical exam and immunization record or presentation of a physical and immunization record that does not meet the clinical requirements of the program may prevent a student from participation in MAST 1090 and clinical internship.
- A negative (acceptable) criminal background check and drug test are required prior to clinical internship; student’s participation in clinical is dependent upon the results of these requirements.
- Clinical sites are located throughout the eight-county service area and will require the student to travel.

Additional Information:
- The Medical Assisting program does not accept experiential learning in lieu of the Medical Assisting (MAST) courses.
- Beginning with the administration of the January 2001 CMA Exam, felons are not eligible to sit for the examination unless the Certifying Board grants a waiver based on one or more of the mitigating circumstances listed in the Disciplinary Standards. Please see the Program Director of Medical Assisting with any questions.
Program Courses

General Core Courses

Contact program advisor for program-specific courses, and see General Education Requirements for Associate Degrees for course options.

Area I Language Arts/Communication
  ENGL 1101 Composition and Rhetoric (required) 3

Area II Social/Behavioral Sciences 3

Area III Natural Sciences/Mathematics (one of the following MATH’s is required)
  MATH 1101 Mathematical Modeling 3
  OR
  MATH 1111 College Algebra (3)
  OR
  MATH 1127 Introduction to Statistics (3)

Area IV Humanities/Fine Arts 3

General Education Elective from any area 3

Occupational Courses

ALHS 1090 Medical Terminology for Allied Health Sciences 2
BIOL 2113 Anatomy and Physiology I 3
BIOL 2113L Anatomy and Physiology I Lab 1
BIOL 2114 Anatomy and Physiology II 3
BIOL 2114L Anatomy and Physiology II Lab 1
COLL 1010 College and Career Success Skills 3
MAST 1010 Legal and Ethical Concerns in the Medical Office 2
MAST 1030 Pharmacology in the Medical Office 4
MAST 1060 Medical Office Procedures 4
MAST 1080 Medical Assisting Skills I 4
MAST 1090 Medical Assisting Skills II 4
MAST 1100 Medical Insurance Management 2
MAST 1110 Administrative Practice Management 3
MAST 1120 Human Diseases 3
MAST 1170 Medical Assisting Externship 6
MAST 1180 Medical Assisting Seminar 3

Estimated cost of books and supplies for full program is approximately $2,500. Uniforms and accessories cost approximately $350-$400. Students are required to wear white shoes, name tag, watch with a second hand, and purchase a stethoscope, a sphygmomanometer, and bandage scissors. These items are purchased at the beginning of the third semester. Other costs include CMA exam - $125 payable by the fourth semester, radiology safety course - $65, malpractice insurance - $11.50 per year, physical exam - $100-$150, drug test - $35, lab fee - $20, and criminal background check - $50.

Technical Competencies:

Working Environment – Works inside well-lighted, ventilated patient care areas; spends 89-90% of time in patient care areas. Potential risks may include possibly receive cuts and infections from sharp instruments and infections from contaminated equipment and personnel; possibly be exposed to communicable diseases; and possibly incur strains due to handling heavy equipment.

OSHA Risk Factor – Category I – A chance of exposure to blood and other body fluids is high. Courses expose the student to noxious smells, either toxic or non-toxic, and to toxic fumes, gases, vapors, mists, or liquids which could, depending on the chemical, cause general or localized disabling conditions as a result of inhalation, ingestion, or action on the skin.
Physical Demands – This position involves primarily medium work which requires frequent lifting, carrying, pushing and pulling of objects or equipment. Individuals enrolled in the program will need the physical ability to assist in lifting and carrying objects, such as patients or laboratory equipment, regardless of the weight of the patient or equipment. Occasional stooping, kneeling, reaching, and dexterity are required. Expressing or exchanging ideas by the spoken word is required. The ability to see and obtain impressions through the eyes of shape, size, distance, motions, or other characteristics of objects is required. This requires a visual acuity of 20/20 vision, with clarity of vision of 20 inches or less, depth perception, four-way field vision, sharp eye focus, and the ability to identify and distinguish color. The ability to hear is essential. This position requires frequent sitting, standing, and/or walking without limitations. Ability to work under mental and physical stress regularly is required.

Other Essential Behavioral Attitudes – Ability to engage in activities consistent with safe medical assisting practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair behavior or judgment. The student must demonstrate responsibility and accountability for actions as a student in the Medical Assisting program and as a developing professional Medical Assistant.
Medical Assisting Diploma (MA22)
Offered at the Clarkesville and Blairsville Campuses

Entrance Dates ................................................................. Vary
Length of Program .......................................................... 5 Terms
Credit Hours Required for Graduation .................................. 54

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Program Requirements:
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- Attend a mandatory Medical Assisting information session. Dates of the mandatory information sessions are posted on the college website under Academic Programs. Students are responsible for obtaining the dates and attending one of the required meetings.
- Must complete all required learning support courses before competitive process begins (entry into the MAST courses).
- Must complete all required basic skill and occupational core courses prior to beginning occupational specific (MAST) courses.
- Required to have a grade of “B” or better in ALHS 1011 and MATH 1012. Degree level courses in these areas with a grade of “C” or better may be accepted as transfer credit provided they meet the transfer of credit rules listed in the Admissions section of the catalog.
- Must maintain a GPA of 2.0 or better; a grade of “C” or better must be achieved in each course in order to progress to the next semester of the program, including clinical.
- No re-admission to the program after two withdrawals or two academic failures in any occupational course.
- Must meet the technical competencies (listed below) of the program prior to entry.
- Must maintain CPR Certification and carry professional liability insurance while enrolled in the occupational courses.
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Program Courses

Basic Skills Courses
- COLL 1010 College and Career Success Skills
- ENGL 1010 Fundamentals of English I
- MATH 1012 Foundations of Mathematics
- PSYC 1010 Basic Psychology

Occupational Courses
- ALHS 1011 Structure and Function of the Human Body
- ALHS 1090 Medical Terminology for Allied Health Sciences
- MAST 1010 Legal and Ethical Concerns in the Medical Office
- MAST 1030 Pharmacology in the Medical Office
- MAST 1060 Medical Office Procedures
- MAST 1080 Medical Assisting Skills I
- MAST 1090 Medical Assisting Skills II
- MAST 1100 Medical Insurance Management
- MAST 1110 Administrative Practice Management
- MAST 1120 Human Diseases
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This program is accredited by the Commission on Accreditation for Allied Health Education Programs (www.cahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street, Clearwater, FL 33756, 727-210-2350

August 2015