

SCHOOL OF HEALTH SCIENCES

Medical Assisting AAS Degree (MA23)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates	Vary
Length of Program	6 Terms
Credit Hours Required for Graduation.....	62

Purpose: The Medical Assisting Associate of Applied Science 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.

Admission Requirements:

- Age 17 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores
- 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
- 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 of the program (listed below) 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 in MAST 1090 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
- An acceptable (negative) criminal background check and drug test are required prior to clinical activities; 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
- Students must be 18 years of age before being placed in clinical practicum courses

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

SCHOOL OF HEALTH SCIENCES

Program Courses

Credits

General Core Courses

Total 15 credit hours

Area I Language Arts/Communication	3
ENGL 1101 Composition and Rhetoric (required)	
Area II Social/Behavioral Sciences	3
Area III Natural Sciences/Mathematics	3
(one of the following required)	
MATH 1101 Mathematical Modeling	
MATH 1103 Quantitative Skills and Reasoning	
MATH 1111 College Algebra	
Area IV Humanities/Fine Arts	3
General Education Elective from any area	3

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

Occupational Courses

Total 47 credit hours

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	4
MAST 1180 Medical Assisting Seminar	4

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 -\$25, 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,

SCHOOL OF HEALTH SCIENCES

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 that 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.

SCHOOL OF HEALTH SCIENCES
Medical Assisting Diploma (MA22)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates	Vary
Length of Program	5 Terms
Credit Hours Required for Graduation.....	53

Purpose: The Medical Assisting diploma 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.

Admission Requirements:

- Age 17 or older
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Requirements:

- The number of students accepted into the Medical Assisting Program is limited by faculty and clinical facilities available. In the event if there are more applicants than the college can accommodate, a competitive admission process will be implemented
- 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 professional liability insurance while enrolled in occupational courses
- Must provide a physical examination and immunization record prior to participation in MAST 1090 and clinical internship; 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
- An acceptable (negative) criminal background check and drug test are required prior to clinical activities; 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
- Students must be 18 years of age before being placed in clinical practicum courses

Additional Information:

- The Medical Assisting program does not accept experiential learning in lieu of the Medical Assisting (MAST) courses
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SCHOOL OF HEALTH SCIENCES

mitigating circumstances listed in the Disciplinary Standards. Please see the Program Director of Medical Assisting with any questions.

<u>Program Courses</u>			<u>Credits</u>
Basic Skills Courses			Total 12 credit hours
COLL	1010	College and Career Success Skills	3
ENGL	1010	Fundamentals of English I	3
MATH	1012	Foundations of Mathematics	3
PSYC	1010	Basic Psychology	3
Occupational Courses			Total 41 credit hours
ALHS	1011	Structure and Function of the Human Body	5
ALHS	1090	Medical Terminology for Allied Health Sciences	2
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	4
MAST	1180	Medical Assisting Seminar	4

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, and criminal background check - \$50.

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SCHOOL OF HEALTH SCIENCES

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.

This program is accredited by the Commission on Accreditation for Allied Health Education Programs (www.caahep.org) upon recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs

25400 U.S. Highway 19 N, Suite 158, Clearwater, FL 33763, 727-210-2350

SCHOOL OF HEALTH SCIENCES
Medical Coding Certificate (MC41)

Offered at Clarkesville, Blairsville, and Currahee Campuses

Entrance Dates Fall, Spring, Summer
 Length of Program 2 Terms
 Credit Hours Required for Graduation..... 24

Purpose: The Medical Coding certificate program provides a basic short-term academic credential with potential for future program credit. The curriculum provides advanced training in coding skills for persons wanting to progress in their occupations or who want to prepare for full-time or part-time employment in the medical field. The Medical Coding technical certificate of credit program provides basic training in anatomy and physiology, medical terminology, and medical procedural and physicians’ procedural coding skills.

Admission Requirements:

- Age 16 or older or student with dual/joint enrollment in high school or GED® student seeking access to quality instruction at the postsecondary level
- High school diploma or GED®
- Completion of application process including placement test; or provide SAT or ACT scores

Program Courses

Credits

ALHS	1011	Structure and Function of Human Body	5
ALHS	1090	Medical Terminology for Allied Health Sciences	2
BUSN	1460	Keyboarding and Document Formatting	4
ENGL	1010	Fundamentals of English I	3
MAST	1120	Human Diseases	3
MAST	1510	Medical Billing and Coding I	2
MAST	1520	Medical Billing and Coding II	3
MAST	1530	Medical Procedural Coding	2

Note: Prior to employment in an allied health clinical facility, an acceptable (negative) criminal background check and drug test may be required.

Estimated cost of books and supplies for full program is approximately \$1,500.