

Medical Assistant

• *Certificate of Completion*

The medical assistant program is a four-quarter, limited-enrollment program that prepares you to support health care professionals in a variety of health care settings. The medical assistant performs duties in both **direct patient care** (assisting with patient examinations and treatments, administering medication and monitoring patient response) and **administrative procedures** (maintaining medical records, reception, scheduling appointments, and handling insurance and billing procedures). Upon successfully completing the medical assistant program, you will be awarded a certificate of completion and be eligible to take the national AAMA certification examination. Information is available at <http://www.aama-ntl.org/>.

The Wenatchee Valley College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, Phone: 727.210.2350.

Entry requirements include:

- A completed Wenatchee Valley College Application for Admissions.
- A completed Supplemental Application for Admissions to the WVC Medical Assistant Program.
- High school transcript (showing graduation date) or GED certificate.
- Cumulative grade point average of at least 2.5 from high school or college. If 15 or more credits were earned in college, the college GPA will be used to determine eligibility.
- Verification of current Health Care Provider CPR training (copy of HCP card) and verification of current first aid training (copy of card). CPR cards must be renewed annually.
- ENGL 097 Composition: Paragraph or higher or one year of high school English with a grade of “C” (2.0) or higher.
- MATH 090 Basic Mathematics or higher or one year of high school algebra with grade of “C” (2.0) or higher.
- BIT 105 Computer Applications or documentation of computer literacy in MS Office or WVC ENGL& 101 (*formerly ENGL 101*, taken since 1996).
- PSYC& 100 General Psychology (*formerly PSYC 101, Introduction to Psychology*) with a grade of “C” (2.0) or higher.

Clinical courses require your attendance during evenings and on Saturdays. The fourth-quarter externship is an unpaid, supervised, on-the-job work experience of 160 hours, which will require some daytime hours. You must furnish your own transportation.

Note: Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in the health and safety field. A criminal record check is required prior to any clinical training experience or clinical field trips. If you have a criminal record, you should meet with the associate dean of allied health and safety to determine if the criminal history would prevent access to a health care facility.

You must fulfill the following requirements to start in the medical assistant program:

- Provide a current Health care Provider CPR card. The CPR card must be issued by a person or facility qualified specifically to instruct CPR for health care providers.
- Provide documentation of immunizations (for complete list go to www.wvc.edu and visit the allied health pages)
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. You should expect to pay an additional fee for this mandatory student insurance, unless you are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance (approximately \$45 per quarter).
- Provide background check information to provide clearance for participation in required clinical learning experiences.
- Provide results of a negative drug screen.
- Complete the Allied Health packet, which includes several forms: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees at the time of registration.

Note: Required documents are to be submitted to the allied health office on the second floor of Wenatchi Hall, room 2221.

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Suggested Course Sequence: *Certificate Program*

Offered at the Wenatchee campus

Fall Quarter		Credits
HCA	110	Medical Office I..... 5
HCA	113*	HIV/AIDS Education..... 1
HCA	115	Clinical Procedures I..... 5
HCA	118	Medical Law and Ethics 2
HLTH	123**	Medical Terminology..... 3
Winter Quarter		
HCA	111	Body, Structure and Function 4
HCA	120	Medical Office II..... 4
HCA	125	Clinical Procedures II 5
Spring Quarter		
BIT	116	Professional Work Relations..... 3
HCA	112	Pharmacology for HCAs..... 5
HCA	116	Office Communications..... 3
HCA	135	Clinical Procedures III..... 5
Summer Quarter		
HCA	260	Externship 8
HCA	265	Externship Seminar..... 2
		Total Credits for Certificate 55

**Meets the requirement for all allied health and safety HIV/AIDS training.*

*** HLTH 123, Medical Terminology, is high recommended before entering the medical assistant program.*