

Medical Assistant

● *Certificate of Completion*

The medical assistant program is a four-quarter, limited-enrollment program that prepares students to support healthcare professionals in a variety of healthcare 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, students will be awarded a certificate of completion and be eligible to apply for the national AAMA certification examination. Information is available at www.aama-ntl.org/.

The WVC Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org, 25400 U.S. Highway 10 North, Suite 158, Clearwater, FL 33763, Phone: 727.210.2350) upon the recommendation of the Medical Assisting Curriculum Review Board of the American Association of Medical Assistants Endowment (www.maerb.org).

For more information about graduation rates, the median debt of students who completed the program and other important information, visit www.wvc.edu/ma.

Entry requirements include:

- A completed WVC Application for Admission
- A completed supplemental application for admission to the WVC Medical Assistant Program
- Sealed, official high school transcript or GED transcript
- Sealed, official college transcripts from all colleges where the student has earned credit (excluding WVC)
- A cumulative college grade point average of 2.5 or higher
- Verification of current healthcare provider CPR training (copy of HCP card) and verification of current first aid training (copy of card). CPR cards must be renewed every two years.
- All prerequisites completed by the end of spring quarter with a “C” (2.0) or higher (winter-start students should see the website for requirements, www.wvc.edu/ma). See course descriptions for prerequisites:
 - One of the following: ENGL 097 Composition: Paragraph or higher, or one year of high school English
 - One of the following: MATH 090 Basic Mathematics or higher, one year of high school algebra, or placement testing into MATH 093 or higher
 - One of the following: BCT 100 Basic Computer Keyboarding, BCT 105 Computer Applications, documentation of computer literacy in MS Office, or ENGL& 101 Composition: General
 - One of the following: PSYC& 100 General Psychology or PSYC& 200 Lifespan Psychology
 - HLTH 123 Medical Terminology.

Clinical courses require attendance during evenings and on Saturdays. The fourth-quarter externship/practicum is an unpaid, supervised, on-the-job work experience of 160 hours, which will require daytime hours. Students must furnish their own transportation. Students must pass all classes with a “C” or better. “C-” is not accepted in any healthcare course. Attendance is required for the medical assistant program. Each class has an attendance policy. Cheating/academic dishonesty in any way is cause for dismissal from the medical assistant program.

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 healthcare field. A criminal record check is required prior to any clinical training experience or clinical field trips. Students who have a criminal record should meet with the dean of allied health to determine if the criminal history would prevent access to a healthcare facility.

Immediately following acceptance to an allied health program students must fulfill the following requirements:

- Pay a non-refundable acceptance fee by the designated deadline.
- Provide a copy of seven contact hour course – Washington State HIV/AIDS Certificate. (Seven-hour online class offered through www.nursingceu.com or any other seven-hour HIV/AIDS class.)
- Provide documentation of immunizations to the student immunization tracker (for a complete list go to www.wvc.edu/alliedhealth).

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- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. Students should expect to pay an additional fee for this mandatory student insurance, unless they 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. Obtain a brochure at the cashier's station or at www.summitamerica-ins.com.
- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be submitted within 45 days of acceptance into the program. Students will be required to purchase a background check through Complio.
- Provide results of a ten-panel drug test, not older than 45 days, from Complio.
- Complete the allied health packet, which includes: 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 annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

Note: Required documents are to be submitted to the student immunization tracker.

Suggested Course Sequence: *Certificate Program*

Offered at the Wenatchee campus

In the 2016-2017 academic year, there is a fall-start program and a winter-start program.

First Year - First Quarter			Credits
MA	110	Medical Office I.....	5
MA	113	HIV/AIDS Education	1
MA	115	Clinical Procedures I.....	7
MA	118	Medical Law and Ethics	2
First Year - Second Quarter			
MA	120	Medical Office II	5
MA	125	Clinical Procedures II	7
MA	111	Body Structure and Function	5
First Year - Third Quarter			
MA	116	Office Communications.....	3
MA	112	Pharmacology.....	5
MA	135	Clinical Procedures III.....	7
BCT	116	Professional Work Relations.....	3
First Year - Fourth Quarter			
MA	260	Externship for Health Care Assistants....	8
MA	265	Externship Seminar.....	2
Total Credits for Program			60