

Medical Assisting

Program

Medical Assistants are multi-skilled professionals who assist physicians with the administrative and clinical aspects of patient care in their offices or other ambulatory care settings, including clinics and hospitals.

Duties may include

As a medical assistant, you will be the health care provider's assistant, increasing productivity in the workplace and improving patient outcomes. Medical assistants are essential members of the health care team that work closely with providers in the offices in handling patient care.

Clinical Duties

- Take medical histories
- Measure and record patients' vital signs
- Prepare patients for examination, and explain treatment procedures to patients
- Assist the medical professional during exams and minor office surgeries
- Collect and prepare laboratory specimens, like drawing blood
- Perform basic laboratory tests
- Instruct patients about medications and special diets
- Prepare and administer medications as directed by a medical professional
- Authorize prescription refills as directed
- Remove sutures and change dressings
- In the state of Ohio the medical assistant may also perform clinical duties as directed by a certified nurse practitioner and a physician assistant.

Administrative Duties

- Use clinical and computer applications
- Answer telephones, greet patients and schedule appointments
- Update and file patient medical records, typically in an electronic health record
- Apply medical codes to services and diagnoses
- Facilitate submission of insurance forms
- Arrange for hospital admissions, surgeries, imaging and laboratory services
- Handle correspondence, billing, and bookkeeping
- Purchase supplies and maintain administrative and clinical equipment

Mission Statement

The Medical Assisting program prepares students to be competent, professional health care providers.

Curriculum

First Year

First Semester

BIO 1110	Anatomy and Physiology I	4
COM 1110 	English Composition	3
BHS 1380	Introduction to Medical Terminology	2
CPT 1250	Computer Applications in the Workplace	3
MAT 1010 	Medical Assisting I	3
SDE 1010 	First Year Experience	1
Term Hours		16

Second Semester

BIO 1120	Anatomy and Physiology II	4
BHS 1390	Medical Terminology	2
BHS 1330	Foundations in Pharmacology	1
COM 2213	Verbal Judo	3
MAT 1020	Medical Assisting II	4
MAT 1300	Medical Office Procedures I	3
Term Hours		17

Second Year

First Semester

MAT 2010 	Medical Assisting III	6
MAT 2300	Medical Office Procedures II	4
MAT 1100	Math of Business	3
BHS 1310	CPR	0.5
BHS 1160	Medical Law-Ethics Healthcare	2
Term Hours		15.5

Second Semester

MAT 2020	Disease Processes	3
MAT 2410	Medical Office Coding	4
PSY 1010 	General Psychology	3
MAT 2510 	Medical Assisting Clinical (Practicum)	2
MAT 2520 	Capstone for Medical Assisting	2
Term Hours		14
Total Hours		62.5

 = Portfolio Course

 = Capstone Course

NOTE: The "C" grade policy applies to:

All MAT Courses

BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
BHS 1380	Introduction to Medical Terminology	2
BHS 1390	Medical Terminology	2
BHS 1160	Medical Law-Ethics Healthcare	2
BHS 1330	Foundations in Pharmacology	1

Course List

In addition, if a student also desires to pursue the Medical Coding Certificate, the “C” grade policy will apply to AOT 1060 Keyboarding Accuracy and Speed and CPT 1250 Computer Applications in the Workplace. Courses are sequential and must be completed with a “C” or better to continue in the program.

Accreditation

The Rhodes State College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Questions regarding accreditation should be directed to CAAHEP, 25400 U.S. Highway 19 North, Ste., 158, Clearwater, FL 33763, Phone: 727-210-2350 or www.caahep.org.

Questions regarding professional certification may be directed to the American Association of Medical Assistants, 20 North Wacker Drive, Ste. 1575, Chicago IL 60606-2903, Phone: 312-899-1500 or www.aama-ntl.org

Qualification Requirements

Once the student is admitted into the Medical Assisting program, the program admitted students must show completion of the below requirements prior to start of term:

- Evidence of sufficient physical and mental health to engage in the practice of medical assisting as evidenced by a physical evaluation by a licensed practitioner (MD, DO, NP, PA), including specified laboratory tests and immunizations.
- Hepatitis B vaccine series started prior to MAT 1010 Medical Assisting I and with the series completed prior to entrance into MAT 1020 Medical Assisting II.

Note: The Medical Coding Certificate does not require any formal admission process.

Notice to Prospective or Current Medical Assisting Students

You are at risk if you have been convicted of a prior felony and/or some misdemeanors. You may not be able to participate in clinical education experiences at some hospitals or other clinical sites preventing you from completing the program. A criminal record may also prevent you from obtaining a license or certificate in your chosen healthcare profession. Because health care employers routinely perform background checks on prospective employees, a criminal record may also prevent you from obtaining employment in your chosen field after graduation.

Medical Coding Certificate

Medical coders read a patient’s medical chart and analyze it, determining the patient’s diagnoses and any procedures performed. Those diagnoses and procedures are then assigned specific numeric or alphanumeric codes within various classification systems and used for insurance reimbursement purposes. In other words, a medical coder translates the documents in a patient’s chart into codes. Coders are an invaluable part of the healthcare team that helps facilitate income into the medical office. According to the U.S. Bureau of Labor Statistics, jobs for certified medical coders will increase 22 percent through the year 2022.

The Medical Coding Certificate at Rhodes State College serves as a gateway to the American Association of Professional Coders (AAPC) national certification examination. Upon successful completion of this certificate, the student is eligible to take the AAPC’s national certification examination, the Certified Professional Coder (CPC). An experiential pathway is available in lieu of some coursework for those students who can demonstrate previous healthcare experience and knowledge.

Successful completion of the certification exam results in the student being a Certified Professional Coder-Apprentice (CPC-A). When the student can document two years of employment as a professional coder, the student will become a CPC. CPCs are employed in a variety of settings including, but not limited to, physician’s offices, clinics, insurance companies, ambulatory care centers, home health agencies, and working remotely from home.

To be eligible for the Medical Coding Certificate, a student must have received a grade of “C” or better for each course required for the certificate and completed all courses within four (4) years of applying for the certificate, or at the discretion of the Chair.

BHS 1160	Medical Law-Ethics Healthcare	2
BIO 1110	Anatomy and Physiology I	4
BIO 1120	Anatomy and Physiology II	4
CPT 1250	Computer Applications in the Workplace	3
BHS 1380	Introduction to Medical Terminology	2
BHS 1390	Medical Terminology	2
MAT 2410	Medical Office Coding	4
MAT 2420	Medical Coding - Advanced	2
AOT 1060	Keyboarding Accuracy and Speed	2
Total Hours		25

Technical Standards

All applicants for the Health Sciences programs and certificates must possess the essential skills and abilities necessary to successfully complete the requirements of the curriculum either with or without reasonable accommodations for any disabilities the individual may have. * Note: The use of an intermediary that in effect requires a student to rely on someone else’s power of selection and observation will not be permitted.

For More Information, Contact:

Admissions Office
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Lima, OH 45804
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