

## 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.

Medical Assistants perform a wide range of duties in a physician's practice requiring clinical and administrative skills. Some of the clinical duties performed include taking medical histories, performing vital signs, collecting specimens, preparing patients for examinations and treatments, sterilizing instruments, performing diagnostic tests and basic laboratory procedures, administering medications, and assisting the physician with examinations and minor office surgery. In the state of Ohio, the medical assistant may also perform clinical duties as directed by a certified nurse practitioner and a physician assistant.

Some of the administrative responsibilities include scheduling and receiving patients, obtaining patient data, establishing and maintaining confidential medical records, working with electronic medical records, handling telephone calls, purchasing supplies, maintaining equipment, and assuming responsibility for the financial stability of the office. Additional duties include coding patient diagnoses/treatments for insurance reimbursement, paper and electronic insurance claim submissions and maintaining office accounts, fees and collections. A medical assistant with advanced skills, education and/or experience may be able to advance to office manager and be responsible for supervising personnel and ensuring high levels of organizational effectiveness within the office setting. The U. S. Department of Labor predicts the employment of medical assistants is expected to grow by 23 percent from 2014 to 2024, much faster than the average for all occupations as the health services industry expands due to technological advances in medicine and a growing and aging population. Employment growth is driven by the increase in the number of group practices, clinics, and other health care facilities that need personnel who are cross-trained and can provide considerable flexibility to the physician office. Medical assistants primarily work in outpatient settings. Graduates of the program are eligible to take the national certification examination given by the American Association of Medical Assistants.

### Mission Statement

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

### 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.

### 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
<b>Term Hours</b>		<b>16</b>

##### 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
<b>Term Hours</b>		<b>17</b>

#### 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
<b>Term Hours</b>		<b>15.5</b>

##### 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
<b>Term Hours</b>		<b>14</b>
<b>Total Hours</b>		<b>62.5</b>

= 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](http://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](http://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:

1. 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.
2. 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.

**Medical Coding Certificate**

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 Rhodes State College certificate, the student is eligible to take the AAPC’s national certification examination. Successful completion of that exam results in the student being an Apprentice Certified Professional Coder. When the student can document two years employment as a professional coder, the student will become a Certified Professional Coder. 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, etc.

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
<b>Total Hours</b>		<b>25</b>

**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.

**Gainful Employment**

See [www.RhodesState.edu/GainfulEmployment](http://www.RhodesState.edu/GainfulEmployment) for additional information.

**For More Information, Contact:**

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