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.

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 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

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

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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:

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.

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 for additional information.

For More Information, Contact:
Admissions Office
Rhodes State College
4240 Campus Drive
Lima, OH 45804
Email: enroll@RhodesState.edu
(419) 995-8320

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Information subject to change without notice