Medical Assisting

Program
Medical Assistants are allied health professionals who assist physicians in their offices or other ambulatory care settings, including clinics and hospitals. Administrative duties include scheduling and receiving patients, managing health information utilizing electronic health records, routing phone calls and correspondence, processing insurance claims, insurance coding, serving as a liaison between the physician and other individuals, and managing practice finances.

Clinical duties include asepsis and infection control, obtaining and documenting patient histories and vital signs, performing first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician.

Both administrative and clinical duties involve maintenance of equipment and supplies for the practice. A medical assistant who is sufficiently qualified by education and/or experience may be responsible for supervising personnel, developing and conducting public outreach programs to market the physician’s professional services, and participating in the negotiation of leases and of equipment and supply services.

The U. S. Department of Labor predicts that the employment of medical assistants is expected to grow by 23 percent from 2014 to 2024, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventative medical services, which are often provided by physicians. As their practices expand, physicians will hire more medical assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. Placement rates for graduates are expected to continue to demonstrate success. 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, therefore, 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

NOTE: 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 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.

Tech Prep and Allied Health College Credit

Plus Early Entrance
- Two seats in each new class will be designated for Tech Prep students who have applied by February 1 and have met the minimal qualifying criteria.
- Two seats in each new class will be designated for College Credit Plus students who have applied by February 1st and have met the minimal qualifying criteria.
- Remaining seats will be given to students as they are listed in numerical order on the program's qualifying list.

Medical Coding Certificate
The Medical Coding Certificate at Rhodes State College serves as a gateway to the American Academy 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. CPC’s 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.

Gainful Employment
See www.RhodesState.edu/GainfulEmployment for additional information.

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
Rhodes State College
4240 Campus Drive
Lima, OH 45804
Email: enroll@RhodesState.edu
(419) 995-8320

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.

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