

Medical Assisting Diploma (MA22)

DESCRIPTION

The Medical Assisting program prepares students for employment in a variety of positions in today's medical offices. The Medical Assisting program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting. Graduates of the program receive a Medical Assisting diploma.

EMPLOYMENT OPPORTUNITIES

Graduates of the Medical Assisting program are prepared for responsible positions as medical office assistants, medical secretaries, hospital transcriptionists, medical receptionists, clinical staff, laboratory assistants, and other related health care occupations.

ACCREDITATION

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants' Endowment. CAAHEP may be contacted at 1361 Park Street, Clearwater, FL 33756, Ph. 727.210.2350.

LICENSURE/CERTIFICATION

Graduates are eligible to sit for the national certification exam given by the American Association of Medical Assistants. In order to be a Certified Medical Assistant, a graduate must pass the American Association of Medical Assistants National Certification exam.

ADMISSIONS CRITERIA

1. Submit a completed application and application fee;
2. Be at least 17 years of age;
3. Submit official high school transcript or GED transcript;
4. Submit official college transcripts, if applicable;
- Meet the following assessment requirements:

TEST	Reading	Writing	Numerical
COMPASS	70	32	26
SAT	430	NA	400
ACT	13	12	17

READMISSION TO THE MEDICAL ASSISTING PROGRAM:

Students requesting readmission to the Medical Assisting program after a leave of absence of one year must request readmission in writing to the Program Director and must prove competency in the previously taught skills through testing and performance prior to a readmission.

MEDICAL ASSISTING CURRICULUM

The curriculum for the Medical Assisting diploma program is designed for the semester system. A student may enter the program any semester for general education courses, fall and spring semesters for program courses. To graduate, Medical Assisting diploma-seeking students must earn a minimum of 61 semester credit hours. The program requires a minimum of 1440 contact hours and generally takes 5 semesters to complete.

<u>Program Courses</u>	<u>Credits</u>
Basic Skills Courses	9
ENGL 1010 - Fundamentals of English I* (OL)	3
MATH 1012 - Foundations of Mathematics* (OL)	3

PSYC 1010 - Basic Psychology (OL)	3
Occupational Courses	52
ALHS 1011 - Anatomy and Physiology*	5
ALHS 1090 – Medical Terminology for Allied Health Sciences	2
ALHS 1040 - Introduction to Health Care	3
BUSN 1440 - Document Production (OL)	4
COMP 1000 - Introduction to Computers* (OL)	3
MAST 1010 - Legal and Ethical Concerns in the Medical Office*	2
MAST 1030 - Pharmacology in the Medical Office*	4
MAST 1060 - Medical Office Procedures*	4
MAST 1080 - Medical Assisting Skills I*	4
MAST 1090 - Medical Assisting Skills II*	4
MAST 1100 - Medical Insurance Management*	2
MAST 1110 - Administrative Practice Management*	3
MAST 1170 - Medical Assisting Externship*	6
MAST 1180 - Medical Assisting Seminar*	3
MAST 1120 - Human Pathological Conditions in the Medical Office*	3

(OL) designation indicates course may be available online during selected semesters. * "C" or higher grade is required for this course.

PROGRAM COSTS

Tuition/Fees: \$5,475

Books/Supplies: \$1,100

Uniform Costs: Approximately \$250*

Liability Insurance: \$11 per fiscal year

Certification Exam: \$125

Physical Exam: \$150

2-Step TB Test: \$40

Hepatitis B Series: \$265

#4402 Forensic Drug Panel (7): \$25

Criminal Background Check: \$39-\$80

* Uniforms are required beginning second semester

(Costs are estimates and are subject to change.)

CLINICAL EDUCATION

Number of Clinical Sites: 20

General Location of the Clinical Sites:

Bryan, Bulloch, Candler, Chatham, Effingham, Evans, Jenkins, and Screven Counties

Special Requirements of the Clinical Sites:

5. CPR Certification; First Aid Training;
6. Prior to clinical placement, students must submit a medical exam stating that the student is in good health. This must include documentation of current TB skin testing, all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that clinical sites may refuse to accept them. Forms will be provided by the instructor.
7. Criminal Background Check
8. Urine Drug Screen, 7 panel or higher

Clinical Education Courses

The Medical Assisting Externship provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. The clinical practicum allows the student to become involved in a professional work situation applying technical skills.

The Externship requires that the student spend a minimum of 18 hours a week in a supervised work setting, for a total of 270 hours. Students may not receive any compensation from the clinical site for externship hours. If the student misses more than 18 hours, they will automatically be dropped from the course. Students are evaluated by the clinical site preceptor and the externship coordinator.

Clinical Assignments

Clinical times may range 8:00 a.m.-5:00 p.m. Monday-Friday and 8:00 a.m.-12 noon on Saturdays. Clinical sites are selected by the practicum coordinator. Students are responsible for having reliable transportation to the site.

TOP 10 REASONS

why OTC is the right choice for you!

1. Great-paying careers!
2. Strong **job placement!**
3. Affordable tuition with financial aid options you don't have to pay back!
4. Over 100 majors to choose from!
5. Flexible class scheduling: day, evening, and online classes!
6. Faculty with real-world experience
7. Hands-on learning
8. Small class sizes
9. An Associate's Degree, diploma, or certificate in less 2 years or less!
10. We **GUARANTEE** your education!

GET STARTED TODAY!

1. Select a program! Free career counseling is available.
2. Review the Admissions Checklist and **APPLY** online at www.ogeecheetech.edu!
3. Plan for expenses. You can view tuition and fees and available financial aid options online as well.

QUESTIONS:

Contact Admissions at 912.688.6994 or via email at enrollmentservices@ogeecheetech.edu!

Ogeechee Technical College does not discriminate on the basis of race, color, national origin, gender or disability. The following individuals have been designated to coordinate the College's implementation of nondiscrimination policies: Kelli Waters, Title IX Coordinator, Office 143D, JEK Building, 912.871.1885 and Penny Hendrix, ADA/Section 504 Coordinator, Office 171E, JEK Building, 912.486.7211.