



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, medical receptionists, clinical staff, laboratory assistants, and other related health care occupations.

Accreditation/Approval

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB, www.maerb.org). CAAHEP may be contacted at 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone 727.210.2350. Web: www.caahep.org.

Licensure/Certification

Graduates are eligible to sit for the national certification exam given by the American Association of Medical Assistants.

Admissions Criteria

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

Test	Reading	Writing	Numerical
Accuplacer	55	60	34
Compass	70	32	26
SAT	24	25	22
SAT	430	NA	400
ACT	13	12	17
PSAT	22	23	20
GED	NA	165	165

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. To graduate, Medical Assisting diploma-seeking students must earn a minimum of 54 semester credit hours. The program requires a minimum of 1440 contact hours and generally takes 5 semesters to complete.

Program Courses	Credits
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	45
ALHS 1011 Structure and Function of the Human Body* (OL)	5
ALHS 1090 Medical Terminology for Allied Health Sciences* (OL)	2
COLL 1010 College Career and Success Skills* (OL)	3
MAST 1010 Legal and Ethical Concerns in the Medical Office* (OL)	2
MAST 1030 Pharmacology in the Medical Office*	4
MAST 1060 Medical Office Procedures* (OL)	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 1120 Human Diseases* (OL)	3
MAST 1170 Medical Assisting Externship*	6
MAST 1180 Medical Assisting Seminar*	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: \$6,656

Books/Supplies: \$1,100

Uniform Costs: Approximately \$250*

Liability Insurance: \$10 per fiscal year

Certification Exam: \$125

2-Step TB Test: \$40

Hepatitis B Series: \$265

Drug Screening: \$30

Criminal Background Check: \$39-\$80

Course Supply Fees:

- MAST 1080 Medical Assisting Skills I: \$20
- MAST 1090 Medical Assisting Skills II: \$50

** Uniforms are required beginning with MAST 1080 (Costs are estimates and are subject to change.)*

Clinical Education

Number of Practicum Sites: 20

General Location of the Practicum Sites: Bryan, Bulloch, Candler, Chatham, Effingham, Evans, Jenkins, and Screven Counties

Special Requirements of the Practicum Sites:

- CPR Certification; First Aid Training;
- Prior to practicum placement, students must submit documentation of current TB skin testing and all required immunizations, including Hepatitis B. Students who refuse the Hepatitis B vaccination series must sign a declination form and be aware that practicum sites may refuse to accept them. Forms will be provided by the instructor.
- Criminal Background Check
- Urine Drug Screen, 7 panel or higher

Practicum Education Courses

The Medical Assisting practicum 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 practicum requires that the student spend a minimum of 270 hours in a supervised work setting. Students may not receive any compensation from the practicum site for practicum hours. If the student misses more than

10%, he/she will automatically be dropped from the course. Students are evaluated by the practicum site preceptor and the practicum coordinator.

Clinical Assignments

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

GAINFUL EMPLOYMENT

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.ogeecheetech.edu/gainful_employment.

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!

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