

# MEDICAL ASSISTANT, ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science (AAS) Medical Assistant prepares students in the first year of the curriculum to perform initial clerical and administrative duties in medical, clinical, hospitals, and other medical facilities. The student will be prepared to schedule and receive patients, obtain patient data, receive payment, maintain medical records, data processing, perform general office skills, operate office equipment, and assume medical office responsibilities.

The second year adds skills in pharmacology, phlebotomy, and clinical skills with emphasis on the role of the medical assistant as an integral member of the medical care delivery team. This includes performing patient intake, medication documentation, routine diagnostics and recording procedures, pre-examination and examination assistance, preparing and administering medications, and first aid. Students are instructed in basic anatomy and physiology, medical terminology, medical law and ethics, patient psychology and communication, medical office procedures, clinical diagnostic examination, testing and treatment procedures.

Three different career pathways can lead to the AAS Medical Assistant. To see how this program links to others in the Pathway click here (<https://www.socc.edu/pathways/roadmapsaz/314-medical-assistant-roadmap>).

## Entry Requirements

This is a restricted-entry program and students must submit a separate application along with their college admission application. For more information contact the administrative assistant, Sumner Hall, Rm 4 541-888-7443 or the director at 541-888-7298. Click here (<https://www.socc.edu/allied-health>) to view more information about the Nursing & Allied Health program.

Students are required to complete the College's placement process to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the placement process.

Due to the nature of this curriculum and the access to drugs, all students will have to declare themselves "drug free" and be subject to a criminal background check. Any student who is unable, for any reason, to complete the practice parts of this curriculum will not be able to continue in the program. Drug testing will be done prior to clinical practice. Graduates may choose to take a national certification examination at the successful conclusion of the program.

## Graduation Requirements

Students must complete a minimum of 90 credit hours with a cumulative Grade Point Average (GPA) of 2.0 or better. All courses must be completed with a grade of 'C' or better. Twenty-four (24) credits must be completed at Southwestern before the AAS Medical Assistant degree is awarded.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).

## Pre-Program Courses

Students are required to take the following courses *prior* to the program courses, depending on students' college placement information. See advisor for details:

Code	Title	Credits
CIS90	Computer Basics (or demonstrate proficiency)	2
MTH20	Basic Mathematics (or placement in higher math course)	4
OA121	Beginning Keyboarding	3
WR90R	Academic Literacy (or placement in higher writing course)	4

## Program Guide

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
AH100	Introduction to Health Care Careers	2
AH111	Medical Terminology I	3
MTH60	Algebra I <sup>1</sup>	4
AH121	Body Structures and Functions I <sup>2</sup>	3
OA124	Keyboard Skill Building	3
		Credits
		15
<b>Winter</b>		
AH112	Medical Terminology II	3
AH122	Body Structures and Functions II <sup>2</sup>	3
AH150	Medical Office Coding	3
HIM110	Health Information Technology	5
		Credits
		14
<b>Spring</b>		
AH151	Reimbursement Management	3
AH152	Medical Law and Ethics	2
CIS120	Concepts of Computing	4
OA116	Office Procedures	3
WR115	Introduction to Expository Writing (or higher)	3
		Credits
		15
<b>Second Year</b>		
<b>Fall</b>		
AH131	Clinical Procedures I <sup>3</sup>	4
AH280A	CWE: Allied Health Front Office <sup>3,4</sup>	2
CLA100	Clinical Lab Asst Skills I <sup>3</sup>	4
OA205	Proofreading and Editing	3
		Credits
		13
<b>Winter</b>		
AC2764 or BA212	Small Business Accounting or Principles of Accounting II	4
AH132	Clinical Procedures II <sup>3</sup>	4
OA240	Filing and Records Management	3
PHAR5472	Pharmacology I	3
		Credits
		14

**Spring**

BA177	Payroll Records and Accounting	3
PE231	Wellness for Life <sup>5</sup>	3
SP218	Interpersonal Communication <sup>6</sup>	3
BA285	Human Relations in Organizations <sup>7</sup>	3
Specific Elective <sup>8</sup>		3
Credits		15

**Third Year****Summer**

AH280B	CWE: Allied Health Back Office <sup>3,9</sup>	4
Credits		4
Total Credits		90

<sup>1</sup> MTH65 Algebra II, MTH95 Intermediate Algebra, or higher may be substituted for MTH60 Algebra I.

<sup>2</sup> BI231 Human Anatomy and Physiology I, BI232 Human Anatomy and Physiology II, and BI233 Human Anatomy and Physiology III sequence may be substituted for AH121 Body Structures and Functions I & AH122 Body Structures and Functions II.

<sup>3</sup> This course requires an application to be submitted to document requirements such as immunizations, drug screen, current CPR card, and criminal background check. See Oregon Health Authority (<https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=34>), Chapter 409, Division 30 for details.

<sup>4</sup> All of the first year courses must be completed with a grade of 'C' or better before taking AH280A CWE: Allied Health Front Office.

<sup>5</sup> HE250 Personal Health or three (3) credits of PE185 sport/activity courses may be substituted for PE231 Wellness for Life.

<sup>6</sup> SP100 Basic Speech Communications, SP111 Fundamentals of Public Speaking, or SP219 Small Group Discussion may be substituted for SP218 Interpersonal Communication.

<sup>7</sup> PSY203 General Psychology or PSY203H General Psychology w/Honors may be substituted for BA285 Human Relations in Organizations.

<sup>8</sup> Specific Elective: PHL103 Intro to Logic and Critical Thnkg, CHEM110 Foundations of General, Organic, and Biochemistry, CHEM110H Foundations of General Organic, and Biochemistry w/ Honors, PHAR5473 Pharmacology II, BI149 Introduction to Human Genetics, or FN225 Nutrition.

<sup>9</sup> All of the first and second year courses must be completed with a grade of 'C' or better before taking AH280B CWE: Allied Health Back Office.

## Program Student Learning Outcomes

Upon successful completion of this program, the student will be able to:

- Demonstrate general knowledge of medical terminology, anatomy and physiology, and medical law and ethics.
- Demonstrate proficiency in medical office administrative practices.
- Demonstrate comprehensive knowledge of clinical practice.