

# 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.

## ENTRY REQUIREMENTS

Students are required to complete the College's placement process to determine skill level and readiness in math 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.

For more information go to myLakerLink at [https://mylakerlink.socc.edu/ICS/Admissions/Program\\_Specific\\_Forms.jnz](https://mylakerlink.socc.edu/ICS/Admissions/Program_Specific_Forms.jnz).

## 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).

## 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.

## AWARD MAP

### Pathway Option

Career Pathway Certificate of Completion: Basic Allied Health Care

: Medical Assistant

Associate: AAS: Medical Assistant

Math and writing placement are unique to each student and are determined during the admissions and intake advising process. Additional math or writing courses may be required prior to taking the math or writing program requirements in this degree. For more information on placement methods used, visit our college placement policy here.

## PROGRAM GUIDE

Course	Title	Credits
<b>First Year</b>		
<b>Fall</b>		
AH100	Introduction to Health Care Careers	2
AH111	Medical Terminology I	3
AH121	Body Structures and Functions I <sup>7</sup>	3
AH152	Medical Law and Ethics	2
WR115	Fundamentals of Report Writing <sup>1</sup>	4
<b>Credits</b>		<b>14</b>
<b>Winter</b>		
AH112	Medical Terminology II	3
AH122	Body Structures and Functions II <sup>7</sup>	3
AH150	Medical Office Coding	3
PHAR5472	Pharmacology I	3
Specific Elective <sup>2</sup>		3
<b>Credits</b>		<b>15</b>
<b>Spring</b>		
AH131	Clinical Procedures I	4
CLA100	Clinical Lab Asst Skills I	4
BA285	Human Relations in Organizations	3
MTH98	Math Literacy <sup>3</sup>	4
AH280A	CWE: Allied Health Front Office <sup>4</sup>	2
<b>Credits</b>		<b>17</b>
<b>Second Year</b>		
<b>Fall</b>		
AH132	Clinical Procedures II	4
AH151	Reimbursement Management	3
SP218	Interpersonal Communication <sup>5</sup>	3
Specific Elective <sup>2</sup>		6
<b>Credits</b>		<b>16</b>
<b>Winter</b>		
CIS120	Concepts of Computing	4
PHAR5473	Pharmacology II	3

AH280B	CWE: Allied Health Back Office <sup>4</sup>	3
Specific Elective <sup>2</sup>		6
<b>Credits</b>		<b>16</b>
<b>Spring</b>		
HIM183	Health Information Systems	3
AH297	NHA Licensure Qualification	2
PE231	Wellness for Life <sup>6</sup>	3
Specific Elective <sup>2</sup>		4
<b>Credits</b>		<b>12</b>
<b>Total Credits</b>		<b>90</b>

<sup>1</sup> A higher writing may be substituted, excluding WR241.

<sup>2</sup> Specific Electives - CJ203, HDFS222, PSY201, PSY202, PSY203, PSY231, PSY232, PSY237, PSY239, PSY243, SP100, SP111, SP112, SP219, SP220, WR121, WR122, WR227.

<sup>3</sup> MTH60, MTH65, MTH95, or higher, excluding MTH211, may be substituted for MTH98.

<sup>4</sup> Call 541-888-7405 to schedule with Internship Coordinator one month prior to term. All first year courses must be completed with a 'C' or higher before taking AH280A. All of the first and second year courses must be completed with a grade of 'C' or better before taking AH280B. These courses require an application to be submitted to document requirements such as immunizations, drug screen, current CPR card, and criminal background check. See Oregon Health Authority, Chapter 409, Division 30 for details.

<sup>5</sup> SP100, SP111, or SP219 may be substituted for SP218.

<sup>6</sup> PE231, HE250 or three (3) credits of PE185 sport/activity courses will satisfy this requirement.

<sup>7</sup> BI231, BI232, and BI233 sequence may be substituted for AH121 & AH122.

\* All Honors courses may substitute for their equivalent requirements.