

MEDICAL ASSISTANT

509.793.2137

The Medical Assistant Program at BBCC prepares students to successfully work side by side with a doctor and other health care professionals in a clinic or hospital setting. Students will maintain the highest quality of patient care, learn to room patients for examination, draw blood for basic lab studies, administer some medications, do ECG's, assist with minor surgical procedures, and perform front office skills related to medical records and billing. Medical Assistants will be prepared for diverse front and back office medical positions by learned theory, lab and clinical skills combined with an extern experience in a physician's office.

Successful completion of the Medical Assistant Program prepares the student to take the National Certification Examination offered through American Medical Technologists. Successful completion of the examination and subsequent licensure allows the student to enter the workforce as a Medical Assistant – Certified

The program provides a two year Associate in Applied Science Degree and a Certificate of Achievement in Medical Assisting. **Prerequisite and corequisite courses must be completed with a minimum of 2.0 in each course.**

Physical and Psychosocial Requirements for the Medical Assistant Program:

Students planning on entering the Medical Assistant Program need to be aware of the fact that the physical requirements listed below are expected by employers. Therefore, students will be expected to meet the same criteria during clinical/lab instruction in the Medical Assistant program.

- Demonstrate good body mechanics, lift/carry a minimum of 25 lbs. independently and 50 lbs. with assistance.
- Have normal/corrected vision and hearing within normal range.
- Demonstrate ability to tolerate intermittent sitting, standing, stooping and walking. Full range of motion is required.
- Demonstrate good manual and finger dexterity.
- Demonstrate competency in computer documentation
- Demonstrate communication skills: Must be able to read and write in English. Must be able to communicate verbally in English both in person and on the phone.
- Demonstrate ability to stand on carpeting, linoleum, or be seated at a standard desk using an office chair for a varying amount of time.
- Demonstrate ability to work in high-paced facilities that include dealing with stress.
- Demonstrate emotional stability and maturity in various circumstances through interpersonal relationships with staff, patients, and visitors.
- Demonstrate ability to deliver care across the age spectrum with cultural and ethnic sensitivity.
- Demonstrate a consistent ability to deliver safe and competent patient care.

Clinical Series (MA 111, 112, 113, 195)

In order to be considered for placement in the clinical series starting in the Fall, students must submit a "Letter of Intent" by the specified due date. The letter of intent can be found on BBCC's Medical Assistant webpage.

Requirements for the Medical Assistant Program

- Letter of intent must be submitted by due date if student wishes to be considered for the fall clinical cohort (MA 111, MA 112, MA 113)
- Provide evidence of a satisfactory physical examination before the beginning of MA 112
- Provide evidence of a current Healthcare Provider CPR card prior to MA 112 (BBCC's Medical Assistant Program requires CPR cards to be updated annually)
- Provide evidence of up-to-date immunizations and have initiated the Hepatitis B series prior to MA 112

- Have a satisfactory criminal background check prior to MA 195
- Provide evidence of negative drug testing prior to the start of MA 195

Medical Assisting AAS (90 credits)

The MA program prepares students with the knowledge, skills, and abilities to obtain an entry level position as a national and state certified Medical Assistant. Completion of this program leads to roles in clinics, urgent care facilities and some larger hospitals. The certificate as well as the AAS degree will prepare students to use administrative and clinical skills in a healthcare setting that often includes multitasking, problem solving and the ability to work as a team with other healthcare professionals. Medical Assisting will prepare students to obtain adult and pediatric vital signs, perform clinic based laboratory testing, assist with minor surgeries and perform injections as well phlebotomy.

Program Learning Outcomes:

IO1 Communication

Demonstrate clear, effective communications with patients members of the healthcare team in a variety of structured settings

IO2 Quantitative Reasoning

Students will be able to reason mathematically using methods appropriate to the profession

IO3 Human Relations/Workplace Skills

Demonstrate professional attitude and behavior when caring for patients and collaborating with other health care professionals at all times.

PO4 Demonstrate cultural competency when caring for patients.

PO5 Prioritize, organize, and complete assignments efficiently and as directed by the delegator.

PO6 Demonstrate delegated skills and procedures effectively.

The following schedule of courses is the recommended program for completing this degree. See a program advisor for substitute courses.

First Year

Fall Quarter

CSS 105 Intro to Healthcare Studies	3
HED 119 Medical Terminology	5
HED 121 Human Body and Disease I	5

Winter Quarter

FAD 150 Industrial First Aid	2
HED 122 Human Body and Disease II	5
HED 239 Medical Ethics	2
MAP 117 Applied Mathematics	5

Spring Quarter

ENGL& 101 English Composition 1	5
HED 123 Human Body and Disease III	5
HED 160 Pharmacology for Allied Health	3

Second Year

Fall Quarter

MA 111 Clinical Procedures I	3
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PSYC& 100 General Psychology	5
MA Program Approved Elective	6

Winter Quarter

BIM 113 The Medical Office	5
MA 112 Clinical Procedures II	4
NUTR& 101 Nutrition	5

Spring Quarter

CMST& 220 Public Speaking	5
MA 113 Clinical Procedures III	4
MA Program Approved Elective	1
PSYC& 200 Lifespan Psychology	5

Summer Quarter

MA 195 Externship/Practicum	6
MA 197 Externship/Practicum Seminar	1

MA Certificate of Achievement (62+ credits)

The Certificate of Achievement is designed for students who wish to take specialized courses in a particular field and desire certification acknowledging completion of specific program modules. These modules contain the mathematics, written and oral communications, and human relations related instruction requirements and accepted course requirements for certification.

Program Learning Outcomes

- IO1 **Communication**
Demonstrate clear, effective communications with patients members of the healthcare team in a variety of structured settings
- IO2 **Quantitative Reasoning**
Students will be able to reason mathematically using methods appropriate to the profession
- IO3 **Human Relations/Workplace Skills**
Demonstrate professional attitude and behavior when caring for patients and collaborating with other health care professionals at all times.
- PO4 Demonstrate cultural competency when caring for patients.
- PO5 Prioritize, organize, and complete assignments efficiently and as directed by the delegator.
- PO6 Demonstrate delegated skills and procedures effectively.

The following is a suggested sequence of courses. Interested students must work out courses and schedules with the MA program advisor.

BUS 120 Human Relations on the Job	4
OR PSYC& 100 General Psychology (5 credits)	
CMST 100 Human Communications.....	4
OR CMST& 220 Public Speaking (5 credits)	
ENGL 109 Applied Technical Writing.....	3
OR ENGL& 101 English Composition 1 (5 credits)	
FAD 150 Industrial First Aid	2

HED 119 Medical Terminology	5
HED 121 Human Body and Disease I	5
HED 122 Human Body and Disease II	5
HED 123 Human Body and Disease III	5
HED 160 Pharmacology for Allied Health	3
HED 239 Medical Ethics	2
MA 111 Clinical Procedures I	3
MA 112 Clinical Procedures II	4
MA 113 Clinical Procedures III	4
MA 195 Externship/Practicum	6
MA 197 Externship/Practicum Seminar	1
MAP 117 Applied Mathematics	5

MEDICAL ASSISTANT	Credits	Summer 2020	Fall 2020	Winter 2021	Spring 2021	Summer 2021	Fall 2021	Winter 2022	Spring 2022	Summer 2022
MA 111 Clinical Procedures I	3		X				X			
MA 112 Clinical Procedures II	4			X				X		
MA 113 Clinical Procedures III	4				X				X	
MA 195 Externship/Practicum for MA	6					X				X
MA 197 Externship/Practicum Seminar	1					X				X

Health Education	Credits	Summer 2020	Fall 2020	Winter 2021	Spring 2021	Summer 2021	Fall 2021	Winter 2022	Spring 2022	Summer 2022
HED 105 Intro to Healthcare Studies	3		X		X		X		X	
HED 119 Medical Terminology	5		X	X	X		X	X	X	
HED 121 The Human Body & Disease I	5		X				X			
HED 122 The Human Body & Disease II	5			X				X		
HED 123 The Human Body & Disease III	5				X				X	
HED 160 Pharmacology for Allied Health	3				X				X	
HED 239 Medical Ethics	2		X	X			X	X		