

ALAMANCE COMMUNITY COLLEGE

MEDICAL ASSISTING INFORMATION SESSION

Program Goals and Minimum Expectations

To prepare Medical Assistants who are competent, in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.



Welcome to Medical Assisting

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2. Program Description
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4. CMA vs. RMA Credentials
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7. Admission Requirements:

Part I – General Admission Steps

Part II – Placement Testing/Pre-Medical Assisting Recommendations

Part III – Medical Assisting Program Options/Registration

Please email healthscience@alamancecc.edu for additional questions or to schedule an appointment with the Health Science advisors.

Why Choose Medical Assisting

One Credential - Endless Possibilities

- Medical assistants are multi-skilled professionals cross-trained to perform a variety of administrative and clinical duties
- One of the fastest growing professions in health care
- Students are immediately ready to enter the job market
- Students learn in a simulated office environment
- Great working environments
- Most jobs provide work-life balance with no holidays, evenings or weekends

Medical Assisting Program Description

The ACC 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)

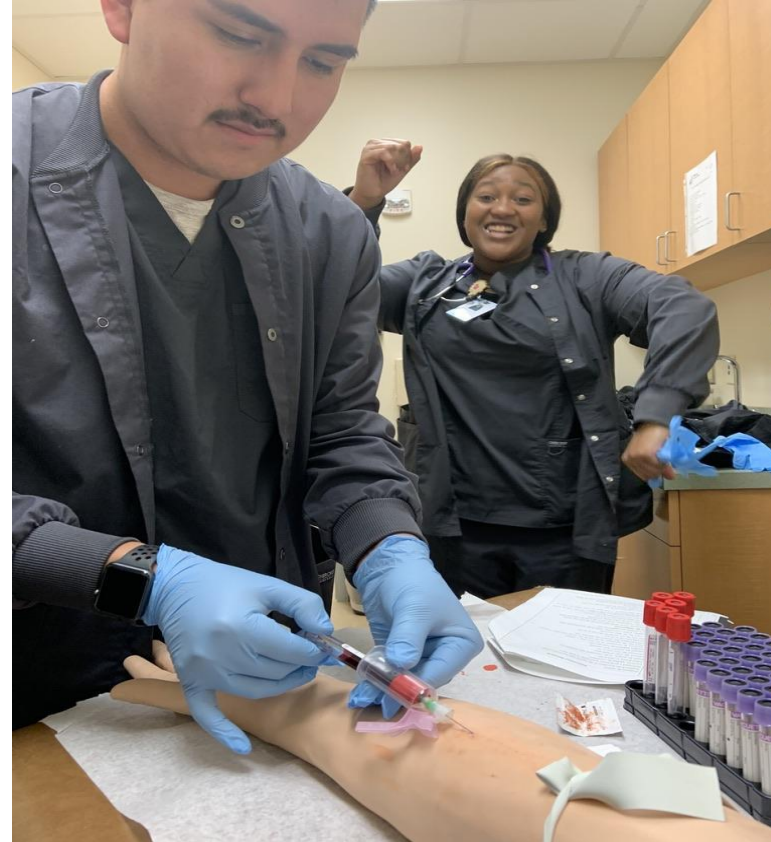
Graduates of CAAHEP –accredited programs may be eligible to sit for the American Association of Medical Assistants certification examination to become certified Medical Assistants. Upon passing the exam, graduates can hold the credential of CMA (AAMA) which is the most recognized and accepted credential of employers.

The Medical Assisting curriculum prepares students to perform a variety of administrative and clinical duties which includes instruction in anatomy and physiology, administrative procedures, Exam Room procedures, Drug Therapy, Law and Ethics and much more.

To complete the Program, students are required to participate in a Clinical Experience where they can apply what they have learned, further develop their skills and learn much more under the supervision of experienced Medical Assistants!

What you will Learn

- Patient Registration and Scheduling appointments
- Billing and Coding Procedures
- Assisting with examinations and treatments
- How to Perform Routine Lab Procedures
- Medication administration
- The legal and ethical issues associated with patient care
- SO MUCH MORE!



CMA (AAMA) VS RMA

CERTIFIED MEDICAL ASSISTANT

- The Gold Standard Certification
- Certified by AAMA (American Association of Medical Assistants)
- Requires certification every 5 years
- Preferred credential by many states or institutions
- Exam consist of 200 questions covering clinical, administrative and general medical assisting knowledge.
- *Not currently available for students who complete the Diploma Option*

REGISTERED MEDICAL ASSISTANT

- Considered Registered by AMT (American Medical Technologist)
- Eligible for students who choose the Diploma Option
- Exam is an average of 200-210 questions covering clinical, administrative, and general medical assisting knowledge.

Professional Expectations

Essential Functions & Technical Standards – Reflect reasonable expectations of a student in the Medical Assisting Program for the performance of common assisting functions

Interpersonal Skills:

Nonjudgmental attitude
Confidentiality
Ethical & legal principles
Accountability
Team player
Professional development
Emotional maturity

Personal Qualities:

Emotional maturity
Caring
Dependable
Flexible/Adaptable
Integrity

Technical Standards:

Critical Thinking/Problem Solving
Coping Skills
Communication Skills
Mobility/Motor Skills
Hearing Skills
Visual Skills
Tactile Skills
Behavioral/Emotional



Occupational Risks

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

Risks:

- Exposure to Infectious Diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and Drug Exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex
- Stress

This is not an exhaustive list, other risks can be involved.

OSHA:

There are protections set up with the Occupational Safety and Health Act (OSHA), This is particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

[Click this link to learn more about OSHA standards.](#)

Program Responsibility:

Accredited medical assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.



Admission Requirements

Part I - General Admission



Complete your NC Residency



Submit ACC Admission Application (www.alamancecc.edu)



Request official transcripts from high school and college

Printed transcripts in a sealed envelope mailed directly to ACC OR Electronic transcripts sent directly to ACC



Apply for Financial Aid – www.fafsa.gov



Activate your ACCess Student Account (email)



Download **Watermark** App – Download on Google App Store or Google Play



Make an appointment to see a Health Science Advisor

Note: It is YOUR responsibility to ensure that ACC's Admissions Office has received all of the above required documents

Admission Requirements

Part II - Placement Testing

English/Math Proficiency:

Students are required to take ENG 111 in their first semester of the program and they must be eligible for MAT 110 - Placement in English and Math are based on various criteria:

- If a student graduated from high school less than 10 years ago (<10), we will use their High School GPA (*See slide for High School GPA determination*)
- If a student graduated from high school more than 10 years ago (>10), they will have to take a Placement Test
- SAT – Reading & Writing score of 480 on each section
- ACT – Reading score 22, English score 18
- Transferring college credits for English or Math with a grade of “C” or above

Eligibility for Eng 111 and Math 110, can affect progression in the program-

Admission Requirements

High School GPA Determination

High School GPA	Placement	English Course Eligibility
≥ 2.8	Gateway English w/o Co-requisite	ENG 111
2.2 – 2.79	Gateway English with Co-requisite	ENG 111 and ENG 011
< 2.2	Transition English	ENG 002 (CU) or BSP 4002 (ACR)



Pre-Medical Assisting Placement Testing Transition and Support Courses

Students who need transition or support courses for English and Math should complete these courses prior to enrolling in Medical Assisting Courses.

Please meet with an academic advisor to discuss placement test requirements and results.

SAMPLE SCHEDULE

- ACA 122 – College Student Success
- ENG 002-Transition English
- MAT 003-Transition Math
- CIS 110-Intro to Computers
- COM 231-Public Speaking

A 2.0 GPA must be maintained.

Medical Assisting Program Options

DAY PROGRAM

The ACC Medical Assisting program offers Daytime admission entry in the Fall (August) and Spring (January).

- Fall Starters can obtain a diploma in 3 semesters*
- Spring Starters can obtain a diploma in 4 semesters*
- All Students are encouraged to complete the Associates Degree which can be completed online as you work!

EVENING PROGRAM

We offer entry into our Evening program once a year (In August).

- Evening students can complete the diploma option in 5 semesters*
- All students are highly encouraged to complete the Associates degree, which can be completed online as you work!
- Evening students will have to be available during the day during the Clinical Experience (no exceptions)

** Progression in the program depends on Academic and Professional Guidelines*

[CLICK THIS LINK TO REVIEW THE DIFFERENT PLAN OPTIONS](#)

Admission Requirements

Part III - Registration



Watch your ACC Email for Advising and Registration Information



Schedule an Appointment with a Medical Assisting Advisor or a Health Sciences Admissions Coordinator



Know Your School ID when communicating with Advisors



Be sure you understand your Financial Aid Guidelines (*Advisors cannot advise or council you on Financial Aid requirements*)



Determine which Program Option is best for you (Day/Evening)



Review Course offerings in the Course Catalog in Self-Service or on [the Main Page](#)
(Filter to the correct semester to get the most accurate results)



Order your books early to avoid delays and being unprepared for class - Refrain from buying Used books - Many of our courses require access codes that may not be available in Used books!



IMPORTANT CONSIDERATIONS !

Time commitment to complete Medical Assisting -

Reduce employment hours so you can focus on your school work.

Additional childcare support and arrangements

Emergency support from family and friends

Program Expenses

(These are estimates and subject to change)

Textbooks & Learning Resources-\$500-800

Uniforms & Supplies - \$250

Hepatitis vaccine (series 3) - \$200

Physical-\$150

National Certification Exam-\$125

Urinary drug screen-\$45

Criminal Background and drug screen check-\$79-\$120

Medical Assisting pinning fees-\$30

Liability insurance- \$16 per year

Clinical Tracking Tool-\$80

AAMA Student Dues-\$55





Medical Assisting Employment Opportunities

Family Practice

Urgent Care

Specialist Office

Health Department

Employee Health

Student Health Center

Health Maintenance Organization

Community Health Center

Important to remember . . .

- ✓ Set up your **ACCess email** account ASAP! It is the primary source of communication the college and advisors will use it to communicate with you!
- ✓ Download the **Watermark App** to maintain contact with your instructors and advisors
- ✓ Become familiar with **Self Service**
- ✓ Organization is important! Place all Medical Assisting related materials, advising plans and notes in a binder for easy accessibility
- ✓ Utilize college resources: FREE tutoring & advising
- ✓ Questions related to Medical Assisting? Call 336-506-4213 or mdtorain364@alamancecc.edu

NEXT STEPS



Submit

- Submit residency verification form

Complete

- Complete ACC application



Request

- Request Official Transcripts

Schedule

- Schedule Advising Appointment

Complete

- Complete program Pre-requistes



Register

- **Register for Class!**

CONTACT INFORMATION

More Medical Assisting Information

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COMPLETE FORM BELOW

Click the link below to complete the form

[Medical Assisting Contact Form](#)