

Program Description: The Associate of Applied Science Degree in Medical Assisting provides a more liberalized education than the certificate program and many employers view the AAS degree as a sign of increased competency and readiness for career or salary advancement. The Medical Assisting program is a competency based curriculum that uses a combination of online learning, hybrid and face to face classes. Currently, students may enter the program any quarter. Students must practice the competency skills hands-on procedures in the classroom with an instructor during designated times.

North Seattle College's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (CRB-AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350. Graduates of this program are eligible to sit for the Certified Medical Assistant (CMA) exam following graduation and are also eligible for the Washington State Medical Assistant-Certified License upon completion of the entire Medical Assisting program including the externship. The CMA credential is obtained through a national exam given by the AAMA.

Medical Assistants enjoy an exciting, challenging career that is essential to patient care. Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The North Seattle College program requires self-motivation, time management skills, critical thinking, attention to detail; the ability to read and comprehend college-level texts in English, to write accurately and communicate in English. It also requires psychomotor skills, sufficient vision, hearing, and manual dexterity to perform procedures.

In addition to the various fees charged by the college, students will have additional expenses, such as lab fees, scrubs and accessories, physical examination costs, program costs such as background checks, a \$35.00 application fee and an immunization registry that is online.

Prerequisites: Many classes have prerequisites. Prerequisites are those classes that prove eligibility for entry-level classes by testing or by having satisfied prior course work. Course work earned at other institutions must be unofficially evaluated or approved by a program advisor before registering. Courses in this degree with pre-requisites are marked with an asterisk (*). See catalog for more information.

Medical Assisting Program Prerequisites:

- AHE 103 Math for Health Careers (3 credits)
- BUS 169 Using Computers in Business or equivalent (5 credits)
- ENGL& 101 English Composition or equivalent (5 credits)

Prerequisite courses must be taken within the last ten years.

- Certification in American Heart Association Basic Life Support for Healthcare Provider is required prior to enrolling in AMA 290 Externship.

Note: Advanced placement testing, work experience, and transfer of credits may result in course waivers, credit transfer, and advanced placement.

To complete the program a 3.0 grade or higher is required in all Medical Assisting (AMA) courses and a 2.0 grade or higher is required in all other courses.

Program Requirements		
Course Number	General Education Requirements (20 credits)	Credit Hours
ENGL& 101	English Composition I	5
Varies	Quantitative Skills Requirement: College Level Math	5
Varies	Approved Human Relations Course	5
Varies	Five credits must be selected from an approved list of US Culture or Global Studies Courses	5
Course Number	Certificate Requirements (88 credits)	Credit Hours
AMA 100	Introduction to Health Care and Critical Thinking	5
AMA 101	Intercultural Communications in Patient Care	3
AMA 102	Medical Law and Ethics	2
AMA 117	Medical Terminology	4
AMA 118	Disease and Pathology for Medical Assistants	5
AMA 119	Anatomy and Physiology for Medical Assistants	5
AMA 120	Front Office Basics	4
AMA 125	Introduction to Medical Insurance and Coding	5
AMA 140	Patient Care	5
AMA 230	Medical Office Management	3
AMA 231	Pharmacology	3
AMA 232	Sterile Procedures	4
AMA 233	Diagnostic Procedures	4
AMA 234	Phlebotomy for the Medical Assistant	3
AMA 235	Laboratory Skills	4
AMA 236	Credentials and Employment	2
AMA 250	Medication Administration	5
AMA 290	Externship and CMA Review	9
NUTR&101	Nutrition	5
PSYC& 100	General Psychology	5
Total Credits: 105 (excluding pre-requisites)		

Program Outcomes: Prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

- Communicate effectively in a medical office setting
- Identify and maintain legal standards appropriate for the field
- Function as a health care advocate and patient educator as appropriate
- Perform appropriate operational functions of medical assisting
- Perform clinical skills and follow diagnostic procedures effectively
- Perform appropriate administrative and finance tasks effectively

What Skills do I need to be successful in this field?

- Record patients' medical history, vital statistics, or information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.

- Show patients to examination rooms and prepare them for the physician.
- Prepare and administer medications as directed by a physician.
- Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.
- Authorize drug refills and provide prescription information to pharmacies.
- Explain treatment procedures, medications, diets, or physicians' instructions to patients.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Perform routine laboratory tests and sample analyses.
- Perform general office duties, such as answering telephones, taking dictation, or completing insurance forms.
- Greet and log in patients arriving at office or clinic.
- Schedule appointments for patients.
- Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.
- Contact medical facilities or departments to schedule patients for tests or admission.
- Inventory and order medical, lab, or office supplies or equipment.
- Operate x-ray, electrocardiogram (EKG), or other equipment to administer routine diagnostic tests.
- Change dressings on wounds.
- Set up medical laboratory equipment.
- Keep financial records or perform other bookkeeping duties, such as handling credit or collections or mailing monthly statements to patients.

What are some potential job titles?

- Medical Assistant-Certified
- Medical Assistant-Registered
- Medical Assistant-Phlebotomist

Wages, employment trends and pathways

- **Wages:** Median annual wage was \$29,960 per year, \$14.41 per hour in 2014. <http://www.onetonline.org>
- **Employment trends:** Employment of medical assistants is projected to grow 29 percent from 2012 to 2022, much faster than the average for all occupations. The growth of the aging baby boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. <http://www.bls.gov/ooh/healthcare/medical-assistants.htm>
- **Pathways:** RN, Physician Assistant, Medical Laboratory Technician, Clinical Laboratory Assistant

Suggested Course Sequence: This program of study is outlined by quarter, and courses should be taken in the indicated sequence. However, it should not be concluded that students will always proceed through their program of study exactly as prescribed here. The number of quarters listed here is minimal. Not all courses are offered every quarter. Individual student experiences, educational and training background, and personal schedules and demands all may affect the time it takes to finish this program. Also, in general, summer quarter is not considered one of the full-time quarters in the program.

1st quarter: AMA 100, AMA 117, AMA 119

2nd quarter: AMA 101, AMA 102, AMA 120, AMA 140

3rd quarter: AMA 125, AMA 232, NUTR& 101

4th quarter: AMA 118, AMA 230, AMA 233

5th quarter: AMA 231, AMA 235, PSYC& 100

6th quarter: AMA 234, AMA 236, AMA 250

7th quarter: AMA 290

Program Contact: Francie Mooney, Program Coordinator, 206.934.6067, francie.mooney@seattlecolleges.edu or contact the Health and Human Services Division at 206-934-3790

Website: <https://northseattle.edu/programs/medical-assistant>

For more information about our graduation rates, the median debt of students who have completed these program, and other important information, please visit our website at <https://northseattle.edu/about-north/gainful-employment-information>.