

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 'hands-on' procedures in the classroom with an instructor. Competencies (skills) must be performed during designated times with an instructor in the classroom.

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.

**Program Description:** The North Seattle College 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 CMA exam following graduation and are also eligible for the Washington State Medical Assistant-Certified License which is a state license. The CMA credential is obtained through the national exam given by AAMA. The certificate is given to students who complete the entire MA program including the externship.

**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.

**Prerequisites to be completed before admittance to the Medical Assisting program:**

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

Prerequisite courses must be taken within the last ten years.

- Certification in American Heart Association Basic Life Support for Healthcare 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	Certificate Requirements	Credit Hours
AMA 100	Introduction to Health Care and Critical Thinking	5
AMA 101	Intercultural Communication 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 & 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 & CMA Review	9
NUTR&101	Nutrition	5
PSYC&100	General Psychology	5
Total Credits		85
(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. See more occupations related to this task.
- 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, \$14.41per 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.

**1<sup>st</sup> quarter:** AMA 100, AMA 117, AMA 119

**2<sup>nd</sup> quarter:** AMA 101, AMA 102, AMA 120, AMA 140

**3<sup>rd</sup> quarter:** AMA 125, AMA 232, NUTR& 101

**4<sup>th</sup> quarter:** AMA 118, AMA 230, AMA 233

**5<sup>th</sup> quarter:** AMA 231, AMA 235, PSYC& 100

**6<sup>th</sup> quarter:** AMA 234, AMA 236, AMA 250

**7<sup>th</sup> quarter:** AMA 290

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**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>.*