

Medical Assistant

Medical Assistant Certificate

Associate of Applied Science in Allied Health



Glen Oaks graduate **Linda Gavin** is now a Certified Medical Assistant at Western Michigan University's Sindecuse Health Center. Linda completed the Associate of Applied Science in Allied Health degree and Medical Assistant Certificate. She provides care to students, faculty and staff at WMU under the supervision of a physician or mid-level practitioner.

Glen Oaks
Community College
62249 Shimmel Rd
Centreville, MI 49032
467-9945
or 1-888-994-7818
www.glenoaks.edu



The Medical Assistant Certificate is diverse and flexible. Graduates are eligible for National Certification (see box on page 3) and can become a certified medical assistant (CMA). CMA skills are utilized in both administration and clinical aspects of the medical office. Clinical skills include phlebotomy, medication administration and surgical assisting. Administrative skills include health insurance coding and billing, medical transcription, patient scheduling and receptionist duties.

50/54 Credits

The above Certificate applies toward:
The Associate of Applied Science in Allied Health Degree for those seeking increased responsibilities, supervisory roles and health care office management in physician offices, health care clinics, hospital based clinics, hospitals and small health care businesses.

62+ Credits

The Outlook

Medical Assistants help physicians and other health care professionals examine and treat patients, as well as perform routine tasks needed to keep a medical office running efficiently.

Nature of the work varies from office to office. According to the Department of Labor, employment of medical assistants is expected to grow much faster than the average for all occupations through the end of this decade.

Employment opportunities include:

X-ray Technician	Phlebotomist
EKG Technician	Insurance Clerk
Medical Office Receptionist	Medical Office Manager
Medical Records Clerk	Ophthalmic Medical Assistant

Compensation may vary from location to location:

The average annual regional wage for Medical Assistants is \$18,000 to \$29,000 and the hourly wage ranges from \$8.75 to \$13.94. Michigan labor statistics show an average hourly rate of \$12.28 and annual average pay of \$25,540. The national average salary is \$28,429 per year.

Medical Assistant Certificate

Required Courses

ALH 205 Pharmacology for Health Occupations*	3 Credits
ALH 218 Medical Terminology*	3 Credits
ALH 222 Disease Conditions*	3 Credits
ALH 230 Medical Office Laboratory*	4 Credits
ALH 232 Administrative I-Medical Office Procedures*	4 Credits
ALH 233 Administrative II-Medical Office Procedures*	4 Credits
ALH 235 Medical Assistant Clinical I*	3 Credits
ALH 236 Medical Assistant Clinical II*	3 Credits
ALH 238 Medical Assistant Practicum*	3 Credits
ALH 250 Medical Law & Ethics*	3 Credits
ALH 290 CMA Exam Review*	3 Credits
BAC 111 Contemporary Business & Technical Communications*	4 Credits
BIP 222 Advanced Keyboarding-Medical*	3 Credits
COM 110 Interpersonal Communications*	3 Credits
NSA 101 Introduction to Anatomy & Physiology*	4 Credits
OR NSA210 Anatomy & Physiology I*	4 Credits
NSA 211 Anatomy & Physiology II*	4 Credits

Minimum Required.....50/54 Credits

* Course has a prerequisite

Effective: Fall 2011

Associate of Applied Science in Allied Health

Communications (13 credit hours):

COM 110 Interpersonal Communications.....	3 Credits
BAC 111 Contemporary Business Technical Comm*....	4 Credits
COM 121 English Composition*.....	3 Credits
COM 140 General Communication: Speech.....	3 Credits

Humanities (3-4 credit hours): choose from Art History, Art Appreciation, Spanish, Modern Culture and the Arts, Literature classes, Music Appreciation, Ethics, Philosophy, Comparative Religions, Old Testament, New Testament, Western Civilization.

Social Science (8 credit hours):

SSP 101 Psychology.....	4 Credits
SSS 120 Sociology.....	4 Credits
SSP 201 Human Growth & Development*.....	4 Credits

Business (5 credits hours):

BAA 109 Payroll Accounting*.....	2 Credits
BAM 260 Small Business Management*.....	3 Credits

Mathematics (no substitution) for 3 credit hours:

BAM 103 Business Math (2.0 Minimum GPA)*.....	3 Credits
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<u>Electives (2 credit hours)</u>	2 Credits
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Allied Health Requirements

(Choose 30 credit hours).....30 Credits

Allied Health Certificate programs apply: *Health Care Worker, Medical Administrative Specialist, Medical Assistant, Practical Nurse (LPN) or Phlebotomy Technician (with added credits).*

Total....62+ Credits

* Course has a prerequisite

Effective Fall 2011

Courses

Sample courses for this field are described below. For a complete list of course descriptions, see Glen Oaks' online catalog at www.glenoaks.edu

ALH 218 MEDICAL TERMINOLOGY

3 Credits, 3 Contacts

This course addresses basic terminology required of the Allied Health professional and provides a basic knowledge of anatomy and physiology, pathology, special procedures, laboratory procedures, and pharmacology. Greek and Latin prefixes, suffixes, word roots and combining forms are presented. Emphasis is on forming a foundation for a medical vocabulary including meaning, spelling and pronunciation. Medical abbreviations, signs and symbols are included.

Prerequisite: Test above or complete COM 063 and COM 073

COM 110 INTERPERSONAL COMMUNICATIONS

3 Credits, 3 Contacts

This course focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual assignments, presentations, demonstrations/role-playing and other projects.

Prerequisite: None

BAC 111 CONTEMPORARY BUSINESS/TECHNICAL COMM

4 Credits, 4 Contacts

This course offers instruction and practice in writing various forms of business correspondence, technical applications, and reports. Intercultural communications will also be studied.

Prerequisite: Proficiency of language skills on the ACT, SAT, Accuplacer Sample or successful completion of COM 073 or COM 074.

ALH 205 PHARMACOLOGY FOR ALLIED HEALTH*

3 Credits, 3 Contacts

The most common medications in current use are discussed according to body systems, with emphasis on classifications, uses, routes of administration, dosages, interactions, incompatibilities, and side effects with special emphasis on the 50 most commonly prescribed drugs as listed in *Pharmacy Times*. Also addressed are special precautions, legal aspects, and patient education, as are the preparation and administration of medications as directed by the physician.

Prerequisite: ALH 218 and NSA 101 Ior NSA 105 or NSA 210 and NSA 211; and test into or higher than or completion of NSM 052

ALH 230 MEDICAL OFFICE LABORATORY*

4 Credits, 5 Contacts

This course involves the study of the interactions between microbes and humans and the practice of handling medically important microbes, blood and body fluids. Practical experiences include aseptic techniques in the collecting, handling, and testing of specimens.

Prerequisite: ALH 218, NSA 101 or NSA 105 or NSA 210 and NSA 211 and test into or higher than or completion of NSM 052
Co-requisite: ALH 235 and ALH 222.

The Medical Assistant

The Glen Oaks Community College Medical Assistant 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).

The Commission on Accreditation of Allied Health Education Programs is located at 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, www.caahep.org

The goal of the Glen Oaks Community College Medical Assistant Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Description of the Profession: 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.

Prerequisites required prior to admission into the Medical Assistant program:

COM 063 Reading for College or placement in BAC 111 Contemporary Business/Technical Communications or higher on Accuplacer.

COM 073 Essentials of College Writing or placement in BAC111 Contemporary Business/Technical Communications or higher on Accuplacer.

Placement in NSM 052 Pre-Algebra or higher on Accuplacer or meet corresponding ACT./SAT scores.

Preparation

Current High School Students:

Be prepared to enter directly into the first semester of college courses. The college recommends that you complete a Secondary School Business, Health or College Preparatory career sequence. Check with your high school counselor for graduation agreements and possible articulation agreements. Courses might include English, Math, Medical Terminology, Anatomy and Physiology, Basic Keyboarding, Computer classes, Foreign Language, Psychology/Sociology and Geography.

Adults:

Don't underestimate your life experience! A Glen Oaks Community College counselor can help you assess your life experience and suggest how you can best apply those skills to your academic goals.

The WINGS medical assistant philosophy

WINGS is the Medical Assistant program philosophy at Glen Oaks that inspires the highest level of success in students as they attain skills, gather knowledge, and learn professional attributes that will set them at the top of their field.

Winning: is the knowledge that success contains the 4 A's: attitude, aptitude, appearance and attendance.

Instructors: who balance compassion with a demand for excellence as they seek to bring out the best in each student.

N the "N" factor: students are encouraged to strive for the optimum level of skills by never settling for less, never giving up and continually reaching higher and higher.

Goals: students set their goals and their pace as they prepare for one of the most sought after careers in the healthcare arena.

Self-confidence: is a life skill that is earned as students master diverse and exciting clinical skills that are highly valued by physicians, health care offices and facilities.

Nondiscrimination Statement: It is the policy of Glen Oaks Community College that no discriminatory practices based on gender/sex, race, religion, color, age, national origin, disability, height, weight, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, employment or in policies governing student conduct or attendance. Any person believing that GOCC or any part of the organization has engaged in a discriminatory practice should contact the Associate Dean of Instruction and Civil Rights Coordinator at 62249 Shimmel Rd., Centreville, Michigan 49032. Phone (269) 467-9945.

This publication is intended to provide a general overview of the program. For current specific requirements, consult with a Glen Oaks Community College academic counselor.

Reprinted March 2011

Career Resources

Glen Oaks Counseling Services and
Nursing/Allied Health Office
Student Services Department
(269) 467-9945 or (888) 994-7818
www.glenoaks.edu

Michigan's Web-based Education
Development Plan
www.mi-edp.org

Bureau of Labor Statistics Occupational
Outlook Handbook
www.bls.gov/oco

Michigan Occupational Information
Service --- MOIS
www.mois.org

American Health Information Management
Association
www.ahima.org

American Association of Medical Assistants
www.aama-ntl.org

Active and growing Medical Assistant program at Glen Oaks

Several members of
the Medical Assistant
Club meet with faculty
member Brenda
Luczek (second from
left). In 2009, the
Medical Assistant
program and its MA
Advisory Council at
Glen Oaks received
word that the Commis-
sion on Accreditation
of Allied Health Education Programs (CAAHEP) renewed the program
for continued accreditation. Glen Oaks Community College is proud to
join over 2,000 health science education programs accredited by
CAAHEP upon recommendation of the Medical Assisting Education
Review Board (MAERB).



STUDENT SUPPORT

- Personalized educational and career planning
- Financial aid and scholarships
- Flexible Schedules: day, evening, distance learning
online classes
- Tutorial programs and free tutoring
- Modern labs and computer information classrooms
- Full-service library/computer center
- Small class size
- Caring, knowledgeable instructors

CALL NOW

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