

MEDICAL ASSISTING TECHNOLOGY CERTIFICATE

Dawn Bell, AAS, CMA (AAMA), AHI, **Interim Coordinator**
 Phone: 419-995-8836
 Email: bell.d@rhodesstate.edu
 Office: TL 105B

The Medical Assisting certificate prepares students as a multi-skilled healthcare professional who is qualified to perform administrative, clinical, and laboratory procedures within an outpatient health care environment. Medical assistants are the only Allied Health profession that are trained in both administrative and clinical skills.

Duties may include:

As a medical assistant, you will be the health care provider's assistant, increasing productivity in the workplace and improving patient outcomes. Medical assistants are essential members of the health care team that work closely with providers in the offices in handling patient care.

Clinical Duties:

- Take medical histories
- Measure and record patients' vital signs
- Prepare patients for examination, and explain treatment procedures to patients
- Assist the medical professional during exams and minor office surgeries
- Collect and prepare laboratory specimens, like drawing blood
- Perform basic laboratory tests
- Instruct patients about medications and special diets
- Prepare and administer medications as directed by a medical professional
- Authorize prescription refills as directed
- Remove sutures and change dressings
- In the state of Ohio, the medical assistant may also perform clinical duties as directed by a certified nurse practitioner and a physician assistant.

Administrative Duties:

- Use clinical and computer applications
- Answer telephones, greet patients and schedule appointments
- Update and file patient medical records, typically in an electronic health record
- Apply medical codes to services and diagnoses
- Facilitate submission of insurance forms
- Arrange for hospital admissions, surgeries, imaging, and laboratory services
- Handle correspondence, billing, and bookkeeping
- Purchase supplies and maintain administrative and clinical equipment

With advanced skills, education and/or experience, medical assistants may:

- Advance to office manager with supervisory functions
- Oversee compliance with federal, state and regulatory agencies
- Establish & utilize computer information systems, creating spreadsheets and databases
- Be responsible for the overall financial management of the office

The U. S. Department of Labor predicts that the employment of medical assistants is expected to grow by 18.0 percent from 2020 to

2030, much faster than the average for all occupations as the health services industry expands due to technological advances in medicine, and a growing and aging population. Employment growth is driven by the increase in the number of group practices, clinics, and other health care facilities that need personnel who are cross-trained and can provide considerable flexibility to the physician office. Medical assistants primarily work in outpatient settings with good hours. This allows for a better balance in life between work, family and personal life. Because of Rhodes State

accreditation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP), Rhodes State students are eligible to take the Certified Medical Assistant (CMA) Certification Exam given by the American Association of Medical Assistants (AAMA).


Mission Statement

The goal of the Medical Assisting program is to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Program Learning Outcomes

Upon completion, the student will be able to:

1. Demonstrate the ability to perform medical office administrative skills including the utilization of the electronic health record.
2. Demonstrate the ability to perform clinical and laboratory duties associated with assisting a provider in the diagnosis and treatment of patients in a variety of healthcare settings.
3. Demonstrate professional behaviors and attitudes consistent with the delivery of safe, ethical, legal and compassionate patient care.
4. Communicate and collaborate professionally and effectively with patients, healthcare team, and third-party providers in diverse environments.

First Year		Hours
Summer		
BIO 1000 or BIO 1110	Basic Human Structure and Function or Anatomy and Physiology I	3-4
BHS 1390	Medical Terminology	2
COM 1110	English Composition	3
MAT 1100	Introduction to Medical Assisting	3
MAT 1200	Clinical Medical Assisting I	4
Term Hours		15-16
Fall		
BHS 1160	Medical Law-Ethics Healthcare	2
MAT 1300	Medical Office Procedures I	3
MAT 1400	Clinical Medical Assisting II	6
MAT 2410	Medical Office Coding	4
Term Hours		15
Spring		
MAT 2320	Medical Office Procedures II	2
MAT 2310	Healthcare Reimbursement	3
MAT 2510	Medical Assisting Clinical (Practicum)	2
MAT 2520 	Capstone for Medical Assisting	2
Term Hours		9
Total Hours		39-40

🎓 Capstone