

Medical Assistant Technology (AAS-MAT) with Certificate Option

Program Location: Bay Minette

Nursing and Allied Health Division

Length: Four semesters (A.A.S. Degree); Two semesters (Phlebotomy Short-Term Certificate)

PROGRAM OVERVIEW:

The Medical Assistant Technology Program prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administration of medications and first aid. The program includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.

The program prepares Medical Assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This is a hybrid program.

ADMISSIONS REQUIREMENTS:

1. Have unconditional admission to the College and be an active student in good standing (minimum, cumulative 2.0 GPA).
2. Submit original transcripts from all colleges/schools attended (including high school) to the registrar or admissions office by the application deadline.
3. Submit a completed Medical Assistant Technology Application by the appropriate deadline.
4. Eligible to register for English Composition I (ENG 101), Mathematical Applications (MTH 116) or higher-level Math such as MTH 100, 110, 112, etc.
5. Meet Essential Eligibility Criteria for the Nursing and Allied Health Programs.

SELECTION CRITERIA:

While the core academic courses listed below are not required prior to acceptance, it is strongly suggested they are completed prior to program admission to improve student success. Completion of the courses and the above criteria does not guarantee admission into the program. There is a class size limit of 24 students.

Prospective students are selected for program admission using a points system in which applicants are rank-ordered using the metrics below:

1. Cumulative College GPA. If a student has not taken previous college courses, the high school GPA will be used. 3.1 to 4.0 = 10 points; 2.1 to 3.0 = 5 points.
2. Three points will be awarded for an A; 2 points will be awarded for a B; 1 point will be awarded for a C for each of the following core academic course that have been completed prior to the application deadline: ENG 101, MTH 116 (or higher-level math), BIO 103, PSY 210, SPH 107, BIO 201, BIO 202, Humanities Elective.
3. Patient Care Certification: Three points may be awarded for current certification in a health occupation that requires direct contact with patients, such as Certified Nursing Assistant (CNA), Licensed Basic or Advanced EMT, Certified Dental Assistant, Certified Veterinary Technician, Certified Phlebotomist, or Certified Surgical Technologist. Proof (copy of the certificate of completion) must be included with the application in order to receive points.

ADDITIONAL INFORMATION:

Upon provisional acceptance into the core Medical Assisting courses, students are required to provide the following: Drug screen, background check, physical exam documenting the ability to meet essential functions/eligibility criteria, record of immunizations, proof of medical insurance, and American Heart Association BLS CPR certification for the healthcare provider. Accepted students will receive a link to the online compliance platform, CastleBranch, to upload these items.

Clinical agencies reserve the right to deny clinical clearance, which may deem a student ineligible for program participation.

Medical Assisting testing/lab fees may be assessed for select courses.

The Medical Assisting program is a hybrid program. Students should be familiar with **technical requirements** for Coastal Alabama distance education.

Note: Students desiring to obtain BLS CPR certification at Coastal may enroll in EMS 100 during the first semester of the Medical Assisting Technology Program. American Heart Association BLS CPR may be obtained through an alternate training agency, if preferred.

PROGRESSION AND GRADUATION:

All Medical Assisting courses must be passed with a minimum of "C" in order to progress in the program. Upon successful completion of MAT 125, 215, and 239, the student will receive a Phlebotomy Short-Term Certificate and be eligible to apply to take a Phlebotomy Certification Exam. An AAS in Medical Assisting will be awarded to students who successfully complete all required core academic and core Medical Assistant courses with a grade of "C" or higher. Students are responsible for meeting all progression and graduation requirements.

This is a career program designed for students to go directly into the labor market upon completion. Although some of the courses in this program will transfer to four-year institutions, this program is not designed to be a transfer program of study; therefore, it is not subject to the terms and conditions of Alabama Transfers state transfer and articulation reporting system.

ACCREDITATION INFORMATION:

The Medical Assistant Technology program at Coastal Alabama Community College has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted.

Commission on Accreditation of Allied Health Education Programs

www.caahep.org

9355 113th St N, #7709

Seminole, FL 33775

727-210-2350

Medical Assisting Education Review Board

www.maerb.org

2339 North California Avenue #47138

Chicago, IL 60647

312-392-0155

Subject: **Nursing and Allied Health**

Type: A.A.S.

Semester One (Spring)

EMS 100 is an optional course for students to pursue CPR certification for the healthcare provider.

Item #	Title	Credits
ORI 101	Orientation to College	1
	MTH 116 or more advanced	3
	MAT 101 or OAD 211	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 128	Medical Law and Ethics for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3

Semester Two (Summer)

BIO 201 and BIO 202 may substitute MAT 102 and MAT 103. A sequence is required.

Item #	Title	Credits
MAT 102	Medical Assisting Theory I	3
MAT 103	Medical Assisting Theory II	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 120	Medical Administrative Procedures I	3
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 239	Phlebotomy Preceptorship	3

Semester Three (Fall)

Item #	Title	Credits
	ENG 101 or ENG 102	3
MAT 121	Medical Administrative Procedures II	3
MAT 200	Management of Office Emergencies	2
MAT 216	Pharmacology for the Medical Office	4
MAT 220	Medical Office Insurance	3
MAT 228	Medical Assistant Review Course	1
MAT 230	Medical Assistant Preceptorship	2

Complete Graduation Application

Complete the graduation application and begin the process of a review of your degree plan before your final semester.

Semester Four

Item #	Title	Credits
BIO 103	Principles of Biology I	4
SPH 107	Fundamentals of Public Speaking	3
	PSY 200 or PSY 210	3
	Humanities and Fine Arts Elective (I)	3
	Total credits:	65