

# Medical Assistant Technology (AAS-MAT) with Certificate Options

## Location: Bay Minette

New Program - Accreditation Pending

### Nursing and Allied Health Division

**Length:** Four semesters (A.A.S. Degree); Three semesters (MAT Certificate-pending approval); Two semesters (Phlebotomy Certificate)

Admission each Spring Semester

This is a hybrid program (pending approval) that prepares individuals, under the supervision of physicians/healthcare providers, 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. 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.

## Admission Requirements

1. Unconditional admittance to the College and in good standing (minimum 2.0 cumulative GPA).
2. Submit original transcripts from all colleges attended, along with high school transcripts, to the registrar or admissions by program application deadline.
3. Submit a completed Medical Assistant Technology Application by 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. Submit an ACT score for program selection criteria (no minimum score required).
6. Meet Essential Eligibility Criteria for the Nursing and Allied Health Programs.

Must maintain a 'C' or higher in all required program courses. Completion of the above requirements does not guarantee admission to the program. The program is limited to 24 students per application cycle. Prospective students are ranked based on a point system to determine acceptance into the program if needed. If more than 24 applicants are eligible for admission, the following point scale will be used for selection.

### Students are selected based on the following point system:

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 course that have been completed prior to the application deadline: ENG 101, MTH 116, 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.

Once selected for the program, students are required to provide the following: drug screen, background check, physical exam showing ability to meet essential eligibility criteria, record of immunizations, proof of medical insurance and American Heart CPR. All medical assisting courses and core general education requirements must be passed with a

minimum grade of a C in order to progress in the program.

\*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.

Upon successful completion of the first two semesters in the MAT program, the student will receive a Phlebotomy Certificate and be eligible to apply to take a Phlebotomy certification exam.

Upon successful completion of the first three semesters in the MAT program, the student will receive a Medical Assisting Certificate and be eligible to apply for a Medical Assisting certification exam. On successful completion of the MAT certification and the core academic classes below, the student will receive an AAS Degree in Medical Assisting Technology.

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.

**Subject:** Nursing and Allied Health

**Type:** A.A.S.

## Courses Required for Program Application

ORI 101 may be required for those without prior college coursework. A higher level Math will substitute for MTH 116. Click on the title for more information.

Item #	Title	Credits
BIO 103	Principles of Biology I	4
ENG 101	English Composition I	3
MAT 101	Medical Terminology	3
	MTH 116 or more advanced	3

## Semester One

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

Item #	Title	Credits
EMS 100	Cardiopulmonary Resuscitation I	1
	MAT 102 or BIO 201	3
MAT 111	Clinical Procedures I for the Medical Assistant	3
MAT 120	Medical Administrative Procedures I	3
MAT 125	Laboratory Procedures I for the Medical Assistant	3
MAT 128	Medical Law and Ethics for the Medical Assistant	3

## Semester Two

Item #	Title	Credits
SPH 107	Fundamentals of Public Speaking	3
	MAT 103 or BIO 202	3
MAT 211	Clinical Procedures II for the Medical Assistant	3
MAT 215	Laboratory Procedures II for the Medical Assistant	3
MAT 220	Medical Office Insurance	3

## Semester Three

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
MAT 121	Medical Administrative Procedures II	3
MAT 200	Management of Office Emergencies	2
MAT 216	Pharmacology for the Medical Office	4
MAT 239	Phlebotomy Preceptorship	3

## Complete Graduation Application

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

## Semester Four

<b>Item #</b>	<b>Title</b>	<b>Credits</b>
PSY 210	Human Growth and Development	3
	Humanities and Fine Arts Elective (I)	3
MAT 228	Medical Assistant Review Course	1
MAT 229	Medical Assisting Practicum	3
	<b>Total credits:</b>	<b>65</b>