

# **Community College of Philadelphia**

## *Proposal for a Revision to the*

### Medical Assisting and Office Management Program (to be renamed Medical Assisting Program)

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December 11, 2008

This revision will bring the Medical Assisting Program into compliance with the new general education requirements. Related to general education the following changes are proposed:

- The current Program requires two social science courses—Psychology 101 and a social science elective. By deleting the Psychology 101 course requirement (one of the social science courses) and replacing it with the Math 118 course, the Program will meet the Mathematics general education requirement. Students may still choose to take Psychology 101 with the remaining social science elective, provided that their humanities elective is designated both Writing Intensive and Interpretive Studies.
- The Program will also delete *AH 260 – Supervisory Management in Health Care* from its core curriculum. In place of AH 260, *AH 116 – Interpersonal and Professional Skills in Health Care* will be added to the curriculum. AH 116 focuses on assisting students to develop skills needed to effectively communicate and interact as a health care professional. On a daily basis medical assistants interact with co-workers, patients, supervisors, outside vendors and medical personnel. It is vital for them to be able to receive, transmit and to communicate information effectively in order to meet the needs of the parties involved. Although the topic of interpersonal communication was previously addressed in *MA 110 – Introduction to Clinical Skills*, the topic will be removed from that course. In its place, the new Commission on Accreditation of Allied Health Education Programs (CAAHEP) requirements for all medical assisting programs to incorporate emergency preparedness into their curricula will be added.
- CIS 103 will be added to the Program in order to fulfill the Technological Competency requirement which increases the number of credits needed for graduation to 67.

Students will need to select a social science or a humanities elective that meets the Writing Intensive and Interpretive Studies requirement. *MA 299 – Medical Assisting Externship* and *AH 116 – Interpersonal and Professional Skills in Health Care* each meet the American/Global Diversity requirement.

Finally, it is recommended that the name of the Program be changed from Medical Assisting and Office Management to Medical Assisting as there is no longer a management course in the curriculum.

## Medical Assisting

The Medical Assisting (MA) curriculum prepares students to become valuable members of the health care professional team, of prime importance in helping physicians respond successfully to a rapidly changing environment. Graduates can secure positions as medical assistants in physicians' offices, medical clinics, and hospitals. Other employment opportunities include working as a phlebotomist, insurance billing specialist, procedural coder, and an entry-level medical office manager.

Medical assistants perform administrative skills in medical records, appointment scheduling, telephone, financial and operations management. Types of clinical and laboratory skills performed by a medical assistant include: taking vital signs; administering medication; performing electro-cardiography and spirometry testing; assisting the physician with specialty examinations; and performing diagnostic laboratory tests in hematology, chemistry, microbiology and immunology.

In addition to the classroom and laboratory components of the program, the students will spend a required number of hours in two different clinical externship experiences. Externship sites include a hospital or outpatient laboratory and a primary care physician's office or medical clinic where students are given the opportunity to gain experience applying their medical assisting administrative and clinical skills.

### Accreditation:

The Community College of Philadelphia Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350

Program graduates are eligible to sit for the national certification examination given by the American Association of Medical Assistants (AAMA) and will earn the Certified Medical Assistant (CMA) credential upon successful completion of the exam. In addition, students who successfully complete CLT 102 - Phlebotomy are eligible to take the PBT (ASCP) Certification exam.

### Student Learning Outcomes

Upon completion of this Program graduates will be able to:

- Utilize their knowledge to competently and safely perform administrative and clinical medical assisting procedures.
- Demonstrate effective communication, critical thinking and problem-solving skills as a medical assistant.
- Meet the expectations of today's health care employers for an entry-level medical assistant.

### Program Entry Requirements:

Requirements for admission to the Medical Assisting Program include:

1. High school diploma or general education diploma (GED).
2. A minimum of one year of high school biology or BIOL 106 or equivalent with "C" or better grades in the past 10 years.
3. Applicants must demonstrate readiness for ENGL 101 and MATH 118 as determined by the College's placement tests or by successfully completing identified developmental course work.
4. Applicants with previous college experience must have a minimum of a 2.0 grade point average.

### Conditions for Acceptance:

1. A record of a complete physical examination, including laboratory test results, must be on file in the Curriculum Coordinator's office. Immunizations, including Hepatitis B, must be on file in the Program office before the start of a clinical education course.
2. Verification of medical insurance is mandatory.

3. Applicants must attend a scheduled Program orientation prior to entry.
4. Applicants must obtain a Criminal Record Check, a Child Abuse Clearance and Drug Screening prior to entering the Program. Prior criminal records may prevent from being eligible to take the national certification examination through the AAMA.
5. Students are responsible for purchasing uniforms and other related materials required for the clinical laboratory experiences of the Program.

The following guidelines are used in making decisions about an applicant's criminal and child abuse background.

#### **Child Abuse Clearance**

- Any record results in denial of admission into the MA Program.

#### **Criminal Background Check**

- Any felony conviction within the past ten years results in denial of admission to the MA Program.
- Any felony conviction more than ten years old will be evaluated based on the nature of the offense, length of time since the offense and any explanatory letters/materials submitted by the applicant or student.
- Any misdemeanor will be evaluated based on the nature of the offense, length of time since the offense, and explanatory letter/materials submitted by the applicant or students.

#### **Reconsideration**

An applicant who believes that an error of fact has been made in terms of the information provided to the decision making committee can request reconsideration by the committee. This request must be made in writing within ten days from the date of the letter notifying the applicant of the decision. The reconsideration should address what the applicant considers to be errors of fact.

Following reconsideration by the decision making committee, the applicant can appeal the committee's decision to the Vice President for Academic Affairs whose decision is final.

Any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the MA Curriculum Coordinator.

#### **Drug Screening**

The MA Program requires participation in clinical education. Some clinical affiliates of the MA Program require evidence of a negative drug screening test in order for a student to participate in the clinical part of the clinical laboratory program at their facility. Therefore, any student with a positive drug screening test cannot be admitted into the MA Program.

#### **Readmission:**

1. One time readmission into the Medical Assisting Program is permitted.
2. Students requesting a readmission must meet Program entry requirements.
3. Students may be required to retake MA or general education courses as determined by the Curriculum Coordinator.
4. Students who were dropped for unprofessional conduct or safety issues may not be considered for a readmission.
5. Students must complete the Program within five years after their initial enrollment.

A select admission process is utilized. To review this process, applicants are encouraged to make an appointment with an allied health counselor.

#### **Program of Study Requirements:**

1. Students in the MA Program may be dropped at any time, if in the opinion of the faculty and Curriculum Coordinator, such students are not suited to be medical assistants.
2. Students whose attitudes and/or behaviors appear inconsistent with professional standards may be dropped from the Program, pending a review by the Program faculty and Advisory Committee.
3. Students may not continue in the MA Program with a "D" or below in any MA course.
4. MA students must follow the curriculum sequence according to courses listed in each semester, unless approval is granted by the Curriculum Coordinator.
5. MA students must submit proof of two-year CPR certification prior to entering the second year's spring semester (January).
6. Second-year MA students must submit the results of a two-step PPD prior to the end of the fall semester.

7. During all clinical experiences, students must maintain client safety and receive a passing grade for the clinical component of a course. Violation of safety may result in immediate clinical failure, an administrative withdrawal from the Program and a failure for the course.
8. Students dropped from the Program because of academic deficiencies will be considered for re-admission to the Program after remediation of the deficiencies and recommendation of the MA faculty.

### Program of Study and Graduation Requirements

To qualify for the Associate in Applied Science (A.A.S.) degree in Medical Assisting, students must complete 67 credit hours as prescribed, attain a grade point average of 2.0 or better and no grade below “C” in any required course for the curriculum.

Course Number and Name	Prerequisites and Corequisites	Credits	Gen Ed Req.
<b>FIRST SEMESTER</b>			
MA 110-Introduction to Clinical Skills		3	
AH 103-Medical Terminology		3	
ENGL 101-English Composition I		3	Composition
BIOL 109-Anatomy and Physiology I		4	Science
CIS 103-PC Applications		3	Tech Comp
<b>SECOND SEMESTER</b>			
BIOL 110-Anatomy and Physiology II	BIOL 109	4	
AH 116-Interpersonal and Professional Skills in Health Care		3	American/ Global Diversity
CLT 102-Phlebotomy		4	
ENGL 102-English Composition II	ENGL 101	3	Composition & Info Lit
MA 115-Medications and Medical Specialty Procedures	BIOL 109 which may be taken concurrently	3	
<b>Summer session</b>			
AH 112-Medical Administrative Procedures		3	
MATH 118-Intermediate Algebra or Higher		3	Mathematics
<b>THIRD SEMESTER</b>			
Social Science Elective		3	Social Science
AH 120-Reimbursement Methodologies in Health Care	ENGL 101	3	
MA 250-Medical Office Laboratory Procedures	BIOL 109	3	
AH 220-Information Management Systems in Health Care	CIS 103; AH 112	3	
AH 265-Human Disease and Treatment	AH 103; BIOL 107 or BIOL 109	3	
<b>FOURTH SEMESTER</b>			
AH 104-Basic CPT Coding	AH 103; BIOL 107 or BIOL 109	3	
AH 204-Medical Law and Ethics	ENGL 101	3	
MA 299-Medical Assisting Externship	MA 250; AH 220	4	
Humanities elective		3	Humanities
<b>MINIMUM CREDITS NEEDED TO GRADUATE</b>		<b>67</b>	

### GENERAL EDUCATION REQUIREMENTS

All General Education requirements are met through required courses (as indicated above) except for the **Writing Intensive** requirement and the **Interpretive Studies** requirement. Therefore, in order to graduate, students in this Program must choose one course that is designated Writing Intensive and one course that is designated Interpretive Studies. The same course may be used to fulfill both requirements. A list of courses that fulfill these requirements and a more detailed explanation of the College's general education requirements appears elsewhere in this catalog and on [www.ccp.edu](http://www.ccp.edu).

**For More Information Contact:**

The Division of Math, Science and Health Careers, Room W2-7 , 1700 Spring Garden Street, Philadelphia, PA 19130, Telephone (215) 751-8431; or the College Information Center (215) 751 8010.