

## Associate of Applied Science in Medical Assisting

Medical assistants are multi-skilled allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics, and group practices, performing administrative and clinical procedures. This program will prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The following performance standards are necessary to safely and accurately carry out medical assisting duties:

- Critical thinking ability sufficient for clinical judgment
- Physical abilities sufficient to move from room to room and maneuver in small spaces
- Tactile ability sufficient for physical assessment
- Ability to prepare and administer medications
- Ability to transfer patients
- Ability to read medication labels and patient records
- Ability to take blood pressure and hear breath sounds through a stethoscope
- Communicate English clearly enough for most patients to understand and understand the verbal communication of English-speaking patients
- Clear written communication, and manual dexterity

### Requirements Prior to Enrollment in Externship:

- American Heart Association Healthcare Provider CPR & First Aid Certification
- BCI/FBI Background Check
- Health Insurance Coverage
- Medical/Immunization Form
- Signed Confidentiality Statement



## Nursing & Allied Health Division



Kathy Keister, PhD, RN, CNE  
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### Questions:

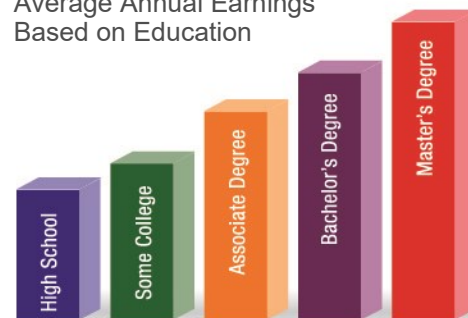
NSCC Admissions Office  
(419) 267-1320  
admissions@NorthwestState.edu

[www.NorthwestState.edu](http://www.NorthwestState.edu)

2019-2020

### Education Pays

Average Annual Earnings  
Based on Education



Based on data from the Bureau of Labor Statistics

NSCC is accredited by:  
The Higher Learning Commission  
(312) 263-0456  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

# PROGRAM SEQUENCE

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<b>Fall Semester</b>		<b>Credits</b>
CIS114	Microsoft Applications	3
ENG111	Composition I	3
BIO150	The Human Body	4
PSY110	General Psychology	3
OAS180	Medical Terminology	3
		16

<b>Spring Semester</b>		<b>Credits</b>
+MEA101	Medical Assisting Clinical I	3
+MEA105	Laboratory Techniques	3
+MEA108	Administrative Medical Office Procedures	3
+MEA110	Pharmacology for Allied Health Professionals	3
+MEA205	Disease Conditions	3
		15

<b>Fall Semester</b>		<b>Credits</b>
OAS111	Electronic Health Records	3
+MEA229	Diagnostic & Procedural Coding	4
+MEA283	Computerized Medical Insurance	3
+MEA201	Medical Assisting Clinical II	3
ENG112	Composition II	3
		16

<b>Spring Semester</b>		<b>Credits</b>
SSC210	Cultural Diversity	OR
HST105	Cultural Competence w/ Diverse Populations	3
+MEA200	Administrative Externship	4
+MEA202	Medical Assisting Clinical Extern	4
	Math Elective (Statistics)	3
	Humanities Elective	3
		17

**Total Program Credit Hours** **64**

+ Refers to technical coursework.

Students must attain a minimum grade of "C" in all courses in order to progress in the program and to graduate.

**Felony Conviction Disclosure:** Previous conviction of a felony may prevent an applicant from being eligible for the certification exam given by the American Association of Medical Assistants. "Individuals who have been found guilty of a felony or pleaded guilty to a felony are not eligible to take the Certified Medical Assistants Exam. However, the certifying board may grant a waiver based upon mitigating circumstances."

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
 25400 U.S. Highway 19 North, Suite 158  
 Clearwater, FL 33763  
 727-210-2350  
[www.caahep.org](http://www.caahep.org).