

Medical Assistant

Diploma Program

Contact Hours: 800

Semester Credits: 26

Instructional Weeks – Full Time: 32

Average Time to Complete – Full Time: 9 Months

Program Overview

Whether in a physician's office, a clinic, or hospital-owned physician network, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient's medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician. A diploma will be issued upon successful completion of the program.

Program Purpose

Upon completion of the Medical Assistant program, the student will possess the knowledge and skills required in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, and administration of parenteral medications to function successfully in an entry-level position as a Medical Assistant in a clinic or a physician's office.

Program Outcome

To prepare competent, entry-level Medical Assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Skills Proficiency

Students must be able to perform certain skills in order to work as a Medical Assistant. These skills are learned in the lab portion of the program. The program is divided into one-half lecture and theory and one-half lab. The lab portion involves the practical application of theory. The instructor evaluates every lab experiment or practical work. Hands-on instruction, using the actual tools of the trade, facilitates the transfer from theory to practice. Students will perform certain procedures on each other. All students must participate. All students must take and pass a clinical skills test before being released for externship.

Washington State Residents

Washington law (RCW 18.135 and Title 246-826) requires persons who wish to become employed as medical assistants in the State of Washington to achieve "certification" from the Department of Health as a condition of employment. To achieve certification requires the applicant to:

- Have a high school diploma or GED;
- Have the ability to read, write, and converse in the English language;
- Present a transcript from a postsecondary school documenting that he or she has been trained in certain stipulated subject areas; and
- Pay a required fee.

Program Delivery

The Medical Assistant program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 400 course hours (50.0%) may be offered online.

Program Objectives

- To provide a learning atmosphere that is similar to an actual working atmosphere.
- To provide a clinical experience that correlates with classroom instruction.
- To instill in the student a sense of professionalism in behavior, attitude, and dress.

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Externship Hours (Ground/Online)	Semester Credit Hours
MDCA1313	General Patient Care, Skeletal and Muscular Systems			55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1323	Medical Ethics, Nervous and Sensory Systems			55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1333	Office Procedures, Digestive and Reproductive Systems			55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1343	Endocrine, Cardiology, and Professional Communication			55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1353	Diagnostic Procedures, Hematology, Urinary System & Medical Billing			55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1363	Pharmacology, Health Insurance and Respiratory System			55 (10 / 45)	40 (30 / 10)	0	3.5
MDCA1201	Externship I	MDCA1313 MDCA1323 MDCA1333 MDCA1343 MDCA1353 MDCA1363				115 (80 / 35)	2.5
MDCA1202	Externship II	MDCA1201				115 (80 / 35)	2.5
Total				330 (60/270)	240 (180/60)	230 (160/70)	26