

Medical Assisting

Allied Health and Public Services

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.

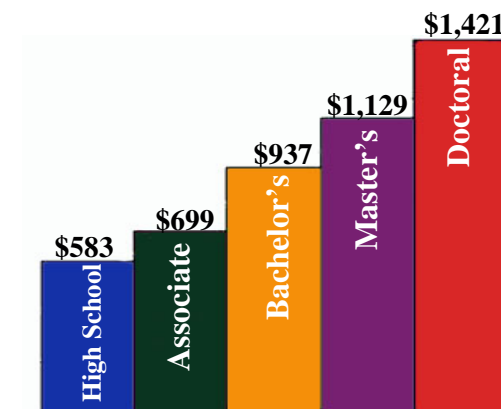
The following performance standards are necessary to safely and accurately carry out Medical Assisting duties: critical thinking ability sufficient for clinical judgment, physical abilities sufficient to move from room to room and maneuver in small spaces, tactile ability sufficient for physical assessment, 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.

Career Options

The Medical Assistant's skills are utilized in both the administrative and clinical aspects of the medical office. Phlebotomy, medical administration and surgical assisting are among the many clinical skills acquired in the Medical Assisting Program. Some of the administrative skills a Medical Assistant may perform are: health insurance coding and billing, medical transcription, patient scheduling and receptionist duties.

Education Pays

Average Weekly Earnings Based on Educational Attainment



Based on data from the Bureau of Labor Statistics



Program Sequence

Fall Semester

ACC102	Office Accounting	4
CIS114	Microsoft Applications	3
ENG111	Composition I	3
OAS101	College Keyboarding	3
BUS110	Business Math/Calculators	3
OAS180	Medical Terminology	3
		<u>19</u>

Spring Semester

BIO150	The Human Body	4
+ MEA101	Medical Assisting Clinical I	3
+ MEA105	Microbiology for Medical Assistants	2
+ MEA108	Administrative Medical Office Procedures	3
+ OAS221	Diagnostic Coding	3
PHI220	Ethics in Health Care	3
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Fall Semester

+ MEA110	Pharmacology for Allied Health Professionals	3
+ OAS111	Electronic Health Records	3
+ MEA205	Disease Conditions	3
+ OAS283	Computerized Medical Insurance	3
PSY110	General Psychology	3
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Spring Semester

ENG112	Composition II	3
+ MEA201	Medical Assisting Clinical II	3
+ MEA200	Medical Assisting Administrative Externship	4
+ MEA202	Medical Assisting Clinical Extern	4
+ OAS222	Procedural Coding	3
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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."

+ Refers to technical coursework.

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

** Course curriculum is subject to change. Please consult with an Academic Advisor for up-to-date information

Contact Information

For Program Information, Contact:

Lori Robison, Dean
Allied Health & Public Services
(419) 267-1342
lrobison@northweststate.edu

For Admissions Information, Contact:

Admissions Office
(419) 267-1320

Northwest State Community College

Medical Assisting Class of 2007



The Medical Assisting program at Northwest State gave me the opportunity to better myself and it changed my life. I especially enjoyed the externship program where I had the chance to get hands-on experience before seeking employment.

- Melaney Lloyd, Class of 2007



The Medical Assisting program is great and allows me to be flexible in the doctor's office or the hospital. I can do a number of different skills in the administrative and/or clinical/lab setting. I like variety so this is a good career choice for me.

- Lacey Johns, Class of 2008



The Medical Assisting program is great! I am confident that I have made the best career decision for me by graduating with a Medical Assisting Associate Degree. I now know that I will have a great career future ahead of me with the very versatile degree of Medical Assistant.

- Joni Hetrick, Class of 2007



Numbers to Call

Admissions: (419) 267-1320

Financial Aid: (419) 267-1333

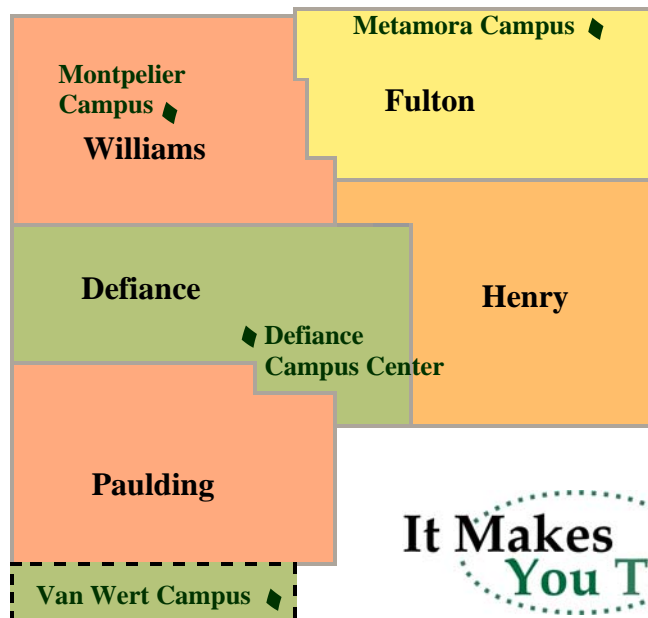
Main Campus: (419) 267-5511

Metamora Campus Center: (419) 644-9000

Or Visit Our Web Site at

www.northweststate.edu

Northwest State Service Area



It Makes
You Think!

Accredited by the Commission on Accreditation of Allied Health Education Programs, on the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment

Northwest State Community College • 22600 State Route 34 • Archbold, Ohio 43502 • (419) 267-5511