

Date: \_\_\_\_\_

## Alpena Community College Medical Assistant Program Application

**Students are required to submit this application to the program director, receive advising for class scheduling, and obtain a program handbook before being registered for courses.**

Students graduating from ACC's Medical Assistant program are eligible to sit for the RMA credentialing exam through American Medical Technologists.

Medical assisting is one of the nation's fastest growing careers according to the United States Bureau of Labor Statistics. Medical assistants are trained for both administrative and clinical duties in physicians' offices and clinics. Some of the duties are listed below:

### Administrative duties may include...

- Using EHR and practice management software
- Answering telephones
- Assisting patients
- Maintaining patient medical records
- Scheduling appointments
- Arranging for hospital admissions and lab services
- Handling correspondence
- Insurance billing
- Bookkeeping
- Patient advocacy
- Copying patient records
- Drafting and mailing letters to patients

### Clinical duties vary by state law and include...

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during the exam
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients on medication and special diets
- Preparing & administering medications as directed
- Authorizing prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings

Full Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail (School) \_\_\_\_\_

E-mail (Personal) \_\_\_\_\_

Phone # \_\_\_\_\_

Student ID # \_\_\_\_\_

Acceptance in the Medical Assistant program is by application and a meeting with the program director. Students must have reading, English, and mathematic ability levels indicative of success in the program courses to start the program. Retention in the program is determined by grade point in occupational specialty courses, competency completion, successful practicum experiences, and adherence to HIPAA regulations.

Courses for the Medical Assistant Program need to be taken in a prescribed order. Taking the courses out of order, taking fewer courses than listed for the semester, starting in the spring semester, or needing prerequisite courses will add additional time to the attainment of the certificate or associate degree.

During early registration of Fall Semester Year 1, the student must meet with the program director for a program evaluation to initiate continuation to Spring Semester Year 1 courses and registration for the MED courses. Students must successfully complete the occupational specialty courses with a grade of 2.0 or higher in each course before registering for the practicum course MED 224.

MED 224 is the practicum course for the program. Students register and pay for this course as with any other course, and ACC personnel will establish a placement at a clinic or physician's office for the student. While ACC will work to find a placement close to the student's home, we cannot guarantee this. Travel may be required and will be at the student's expense.

When Year 1 courses have been successfully completed, the student will have earned the Medical Assistant Certificate. At that time, the student will be able to apply for employment as a medical assistant and sit for the AMT credentialing exam. Continuing on to successfully complete the courses in Year 2 will result in the completion of an Associate in Applied Science degree in Medical Assisting.

Year 1 Fall Semester

BIS 160 Medical Terminology  
BIS 169 Practice Management Software  
MED 221 Medical Assistant Clinical Seminar  
MED 222 Medication Administration  
MED 223 Medical Assistant Clinical Lab

Year 1 Spring Semester

BIO 110 Essentials of Anatomy and Physiology  
BIO 110 Lab  
MED 224 Medical Assistant Clinical Practicum  
MED 225 Medical Conditions and Procedures  
MED 226 Medical Assistant Credentialing Test Prep

Year 2 Fall Semester

ENG 111 English  
CIS 120 Introduction to Microcomputers  
PLS 221 Political Science  
Elective

Year 2 Spring Semester

ENG 112 English  
PSY 101 General Psychology  
Elective  
Elective

My signature on this document indicates that I have read and understand the requirements for the Medical Assistant Program.

Student Signature \_\_\_\_\_

Please return this completed application to Kimberly Salziger in BTC 102A.