The Medical Assistant Program at Alpena Community College is a program accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). This accreditation allows graduates of our program to sit for the American Association of Medical Assistants (AAMA) Certification exam to become a certified medical assistant. The purpose of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. **Students need to attend orientation, turn this application in to a program advisor, receive advising for class scheduling, and obtain a program handbook before registering for classes.**

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 computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping

**Clinical duties vary according to 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 about medication and special diets
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings

Full Name
______________________________________________________________________________
______________________________________________________________________________
Address ________________________________________________________________________
______________________________________________________________________________
Phone #________________________ Student ID #________________________

Due to the rising demand for the program and the limited seating available for internships, registration for the BIS 220 and MED classes will be by application. In the event that more than 20 people apply, registration order will be determined by the program director and instructors. The criteria used to determine placement will be demonstrated dedication to program, grade point in occupational specialty courses, competency completion. Date__________ Atd.________ GPA_________ Comp._________Retakes_________ Acceptance_________
number of times classes needed to be taken to achieve success, and year the program was started. At the beginning of the semester in which the student will complete the administrative classes, the student must meet with the program director for a program evaluation to initiate application to BIS 220. The student will be contacted when a decision has been made.

Classes for the Medical Assistant Program need to be taken in a prescribed order. Students must successfully complete the occupational specialty courses with a grade of 2.0 or higher in each course before registering for the first internship class.

BIS 220 is the internship course for the administrative portion of the program. Students register and pay for this course as with any other, 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. Students cannot receive remuneration for the time spent for internship.

Students must meet with their advisor to request registration for BIS 220 at which time an evaluation with be performed to establish whether or not the student may register for the internship.

Classes with the Designation of MED may not be taken prior to the completion of BIS 220.

Administrative Classes to Precede BIS 220

<table>
<thead>
<tr>
<th>BIS 160 Medical Terminology</th>
<th>BIO 110 Essentials of Anatomy and Physiology</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 163 Medical Office ICD Coding</td>
<td>BIO 110 Lab</td>
</tr>
<tr>
<td>BIS 168 Medical Office CPT Coding</td>
<td>BIS 164 Insurance Billing</td>
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<tr>
<td>BIS 147 Medical Office Transcription</td>
<td>BIS 165 Medical Office Procedures</td>
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<tr>
<td>BIS 100 Computer Keyboarding</td>
<td>BIS 162 Medical Office Computer Applications</td>
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<td>BIS 170 Electronic Health Records</td>
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<td>BIS 167 Ethics and Law for the Health Professionals</td>
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</tbody>
</table>

BIS 220 Summer Semester

<table>
<thead>
<tr>
<th>ENG 111 English</th>
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<tbody>
<tr>
<td>MED 222 Medication Administration</td>
<td>MED 224 Medical Assistant Clinical Practice</td>
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<tr>
<td>MED 223 Medical Assistant Clinical Lab</td>
<td>PLS 221 or 222 Political Science</td>
</tr>
<tr>
<td>CIS 120 Introduction to Microcomputers</td>
<td>or</td>
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<td></td>
<td>HST 221 and 222 United States History</td>
</tr>
</tbody>
</table>

NOTES

- ENG 111 and 112, Elective, PLS or HST, and PSY may be taken in any semester prior to graduation.
- Completion of necessary prerequisites to classes will require additional time for attainment of the associate degree.
- Students must complete 100% of the competencies required for the program in order to complete the degree regardless of course grade achieved. Competencies missed in a course will need to be made up by retaking the course before the student may proceed with internships – BIS 220 and MED 224.

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

Student Signature ____________________________________________
Please return application to Kimberly Salziger in BTC 109A or Carol Putkamer in BTC 109C.