

Date: _____

Alpena Community College Medical Assistant Program Application

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. **Students need to turn this application in to a program advisor, receive advising for class scheduling, and obtain a program handbook before being registered 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 EHR and practice management software
- Answering telephones
- Assisting patients
- Maintaining patient medical records
- 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 _____

E-mail _____

E-mail _____

Phone # _____ 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

Date _____ Atd. _____ GPA _____ Comp. _____ Retakes _____ Acceptance _____

in order 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.

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. 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 class for the administrative portion of the program. Students register and pay for this class as with any other class, 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 are not allowed to 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 will be performed to establish whether or not the student may register for the internship..

Year 1 Semester 1

BIS 160 Medical Terminology
BIS 159 Medical Office Administrative Seminar
CIS 120 Introduction to Microcomputers
ENG 111 English
PSY 101 General Psychology

Year 1 Semester 2

BIO 110 Essentials of Anatomy and Physiology
BIO 110 Lab
BIS 169 Practice Management Software
ENG 112 English
PEH 264 Community First Aid/Cpr/Aed

Year 1 Summer Semester

BIS 220 Medical Office Administrative Seminar
PLS 221 Political Science

Year 2 Semester 1

MED 221 Medical Assistant Clinical Seminar
MED 222 Medication Administration
MED 223 Medical Assistant Clinical Lab

Year 2 Semester 2

MED 224 Medical Assistant Clinical Practice
MED 225 Medical Conditions and Procedures
MED 226 Medical Assistant Certification Test Prep

NOTES

- 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