

Date: _____



Medical Assistant Program Application
Alpena Community College

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 course scheduling, and obtain a program handbook before registering for courses.**

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

- 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

Clinical duties vary according to state law and include...

- Taking medical histories

Full Name _____

Address _____

Phone # _____ Student ID # _____

Due to the rising demand for the program and the limited seating available for practicums, registration for the BIS 220 and MED courses will be by application. In the event that more people apply than can be accepted, 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, number of times courses needed to be taken to achieve success, and year the program was started.

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

At the beginning of the semester in which the student will complete the administrative courses, 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.

Courses 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 practicum course.

BIS 220 is the practicum 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 practicum.

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

Administrative courses to precede BIS 220

BIS 160 Medical Terminology	BIO 110 Essentials of Anatomy and Physiology
BIS 163 Medical Office ICD Coding	BIO 110 Lab
BIS 168 Medical Office CPT Coding	BIS 164 Insurance Billing
BIS 100 Computer Keyboarding	BIS 165 Medical Office Procedures
CIS 120 Introduction to Microcomputers	BIS 169 Practice Management Software
	BIS 167 Ethics and Law for the Health Professionals

Summer Semester BIS 220 Administrative Practicum

Courses to be taken after BIS 220

ENG 111 English	ENG 112 English
MED 221 Medical Assistant Credentialing Prep	MED 224 Medical Assistant Clinical Practice
MED 222 Medication Administration	PSY 101 General Psychology
MED 223 Medical Assistant Clinical Lab	PLS 221 or 222 Political Science
	or
	HST 221 and 222 United States History

NOTES

- Completion of necessary prerequisites to courses 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.