

MA22: Medical Assisting Diploma (replaces MA02: Medical Assisting in the Quarter System)

The Medical Assisting diploma program prepares students for employment in a variety of positions in today's medical offices. The program provides learning opportunities which introduce, develop, and reinforce academic and occupational knowledge, skills, and attitudes required for job acquisition, retention, and advancement. Additionally, the program provides opportunities to upgrade present knowledge and skills or to retrain in the area of medical assisting.

NOTE: According to the American Association of Medical Assistants (AAMA), a person may be denied the opportunity to take the certification examination and/or may be denied certification to practice Medical Assisting if the person has been convicted of a felony or any crime violating federal or state controlled substance laws or other grounds as specified by law.

Career Opportunities

Graduates have many choices for future employment, including private physicians' offices, clinics, emergency care facilities, hospitals, and other health care organizations. Positions include medical assistant, transcriptionist, receptionist, insurance clerk, office manager, EKG technician, lab assistant (phlebotomist), and private duty care. The field is presently experiencing rapid expansion, and the trend is expected to continue in the foreseeable future.

Competitive Selection Process

Level I: Medical Assisting Preparatory/Core courses

The annual Level I deadline is June 1 for the Murphy Campus and the LaGrange Campus.

To be eligible for the Medical Assisting program selection, the student must complete the following requirements by the applicable Level I deadline. The student:

- Must complete the West Georgia student application process and achieve regular status program admission.
- Must be in good academic standing with the College.
- Must complete the following courses with a minimum grade of C – ALHS 1011, ALHS 1040, ALHS1090, BUSN 1440, ENGL 1010, MATH 1012, PSYC 1010, and COMP 1000.
- Must possess certification in CPR by the American Heart Association/BLS for the Healthcare Provider.
- Must complete the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam. Students may schedule a testing date by calling the Continuing Education Department at 770.836.6615. There is a fee for each attempt at taking this exam. Students are allowed to repeat the exam in an effort to improve their score.
- Must submit a Health Services Competitive Selection File Review Request to the Office of Student Affairs upon completion of the required courses. Students must also attach a copy of their CPR certification card and a copy of the PSB Health Occupations Aptitude Exam score report.

Level II: Medical Assisting Competitive Selection

The competitive selection is based on the following scoring process:

- Students must achieve a cumulative minimum grade point average of 3.0 on the Level I core courses required for eligibility to the selection process. The academic performance demonstrated in the required Level I courses will comprise 75 percent of the overall score.
- Students must achieve a minimum raw score of 160 on the Psychological Services Bureau (PSB) Health Occupations Aptitude Exam Edition 3 or a minimum raw score of 200 on other editions of the PSB. The score on the PSB will comprise 25 percent of the overall score.

- Students with the highest overall scores from Level I courses and the PSB exam will be selected for program admission.

Level III: Medical Assisting Occupational and Clinical Courses

Students selected for admission to the Medical Assisting program will complete the occupational and clinical program courses in a prescribed sequence as a class unit. A class is admitted each fall semester at the Murphy Campus and the LaGrange Campus. If a class is failed (below C) or not completed, the student must reapply by the following applicable Level I application deadline.

Credit Required for Graduation: Minimum of 47 credit hours

Curriculum

Program Course	Credits
<i>Basic Skills Courses</i>	
_____ ENGL 1010 Fundamentals of English I	3
_____ MATH 1012 Foundations of Mathematics	3
_____ PSYC 1010 Basic Psychology	3
<i>Occupational Courses</i>	
_____ ALHS 1011 Anatomy and Physiology	5
_____ ALHS 1040 Introduction to Health Care	2
_____ ALHS 1090 Medical Terminology for Allied Health Sciences	2
_____ BUSN 1440 Document Production	4
*Prerequisite is BUS 1100 or ability to key at least 30 words per minute. See Admissions Office for testing.	
_____ COMP 1000 Introduction to Computers	3
_____ MAST 1010 Legal and Ethical Concerns in the Medical Office	2
_____ MAST 1030 Pharmacology in the Medical Office	4
_____ MAST 1060 Medical Office Procedures	4
_____ MAST 1080 Medical Assisting Skills I	4
_____ MAST 1090 Medical Assisting Skills II	4
_____ MAST 1100 Medical Insurance Management	2
_____ MAST 1110 Administrative Practice Management	3
_____ MAST 1120 Human Pathological Conditions in the Medical Office	3
_____ MAST 1170 Medical Assisting Externship	6
_____ MAST 1180 Medical Assisting Seminar	3