



MEDICAL ASSISTANT AS A CAREER

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Medical Assistants are highly versatile professionals in both clinical and administrative realms. The program will provide students with a knowledge base that includes anatomy, physiology, medical terminology, pharmacology, medical billing and coding, medical office clinical assessments and procedures, patient care, and education. Medical assistants will learn to effectively communicate with a wide variety of people including doctors, nurses, clients, medical billing staff, insurance representatives, and pharmacists.

The Medical Assistant Associate Degree program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program will culminate the theory, clinical, and lab skills in a practicum experience in a physician's office.

Upon completion of this program, successful students will have demonstrated the ability to apply their skills and knowledge in the following ways:

- Effectively use oral and written communication skills as they relate to a medical office environment.
 - Use computer software to research and organize data for medical information systems.
- Demonstrate the ability to perform front office tasks such as appointment scheduling, telephone work, and documentation of charges and payments.
- Demonstrate the ability to accurately perform clinical skills appropriate for a medical office setting.
 - Demonstrate the ability to interact professionally with patients and staff in a healthcare setting.
- Critically evaluate medical office situations from multiple perspectives to find appropriate solutions.

Upon graduation, the student may be eligible to take the Certified Medical Assistant (CMA) examination given by the American Association of Medical Assistants, the Registered Medical Assistant (RMA) examination given by the American Medical Technologists, the National Certified Medical Assistant (NCMA) examination given by the National Center for Competency Testing (NCCT), and the Certified Clinical Medical Assistant (CCMA) examination given by the National Health Career Association. Refer to the Certification, State Board, and National Board Exams section for important program disclosure information.

After two years of operation, the Medical Assistant Programs will become eligible to be accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, (727) 210-2350, <http://www.caahep.org/> on recommendation of the Medical Assisting Education Review Board (MAERB), <http://maerb.org>.

Salary Expectations

For job opportunities and salary expectations, please see: <https://www.governmentjobs.com/careers/washington>

Funding Opportunity

Students who are interested in completing the Accounting program may qualify for an additional funding option. Please see: <https://www.ghc.edu/student-services/workforce-funding-for-details>.

What Do I Need To Do First?

- Apply to Grays Harbor College (<https://www.ghc.edu/apply>)
- Apply for financial aid (FAFSA)- <https://www.ghc.edu/financialaid>
 - Take the placement test at Grays Harbor College
 - Meet with your entry advisor.

MEDICAL ASSISTANT
Associate of Applied Sciences

Core Courses (71 credits)

Credits

MEDAS 110	Human Body Structure and Medical Terminology I	5
MEDAS 111	Human Body Functions and Medical Terminology II	5
MEDAS 114	Medical Law, Ethics, and Bioethics for Medical Assistants	3
MEDAS 120	Pathology, Diseases and Treatments	5
MEDAS 131	Communication Skills for Medical Assistants	3
MEDAS 132	Medical Office Safety and Emergencies	3
MEDAS 133	Exam Room (Clinical) Procedures	5
MEDAS 134	Healthcare Calculations	3
MEDAS 135	Medical Lab Procedures I	5
MEDAS 136	Medical Lab Procedures II	5
MEDAS 137	Pharmacology and Medication Administration	5
MEDAS 151	Medical Office Reception Procedures	5
MEDAS 152	Medical Office Business Procedures	5
MEDAS 153	Medical Insurance Coding and Billing	5
MEDAS 195	Medical Assistant Exam Preparation	2
MEDAS 190	Medical Assistant Externship6	
MEDAS 191	Medical Assistant Seminar	1

Support Courses (5 credits)

BTECH 124	Keyboard Skillbuilding I	2
BTECH 102	Introduction to Microsoft Office	3

General Education Courses (15 credits)

BA 104	Mathematics for Business	5
ENGL& 101 or ENGL 150	English Composition I 5 or Vocational/Technical/Business Writing	5
PSYC& 100	General Psychology	5

Minimum Credits Required

91

Grays Harbor College complies with all Federal and State rules and regulations and does not discriminate based on race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a veteran.

MEDICAL ASSISTANT PROGRAM COURSE DESCRIPTIONS

BA 104 **5 Credits** **Mathematics for Business**

Prerequisite: A grade of "C" or better in MATH 070, placement in MATH 097, or instructor permission.

Review of basic arithmetic and algebraic fundamentals and their application to typical business problems. A practical mathematical approach to business problems, such as cash and trade discounts, commissions, simple and compound interest, markups and markdowns, net present values and future values, finance charges, loan and mortgage payments, various taxes, and types of insurance will be employed. Vocational program course. May be used as a general elective in the AA degree.

BTECH 124 **2 Credits** **Keyboard Skillbuilding I**

Prerequisite: BTECH 101 or keyboarding ability.

This individualized program builds keyboarding skills with a computer program that focuses on technique, speed, and accuracy through planned drills and practice exercises. Vocational program course. May be used as a general elective in the AA degree.

BTECH 102 **3 Credits** **Introduction to Microsoft Office**

Recommended Preparation: BTECH 100 and BTECH 101 or concurrent enrollment.

Prerequisite: READ 080.

This course introduces Microsoft Office Suite and emphasizes hands-on experience. Students will work with various applications including electronic spreadsheets, word processing, and presentation software. Vocational program course. May be used as a general elective in the AA degree.

ENGL& 101 **5 Credits** **English Composition I**

Prerequisite: Appropriate English placement test score or a grade of "C-" or better in ENGL 095.

ENGL& 101 emphasizes the basic rhetorical principles and development of expository and argumentative prose. This course includes instruction in the research methods necessary for evidence-backed writing and emphasizes the preparation of researched essays. Skills gained in this course should help students improve their performance in such tasks as writing for a variety of purposes and audiences, as well as writing informative and persuasive essays and research-backed reports, projects, and papers. Satisfies writing skills requirement for the AA degree.

ENGL 150 **5 Credits** **Vocational/Technical and Business Writing**

Recommended Preparation: Competency in basic computer operation or concurrent enrollment in BTECH 100.

Prerequisite: Appropriate English placement score or a grade of "C-" or better in ENGL 095.

This course is designed for both vocational/technical and business students. It emphasizes written and oral communication required in the world of work. Major topics include business letters and memorandums, formal and informal reports, computer graphics, basic principles of technical writing, and oral presentations. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 110 **5 Credits** **Human Body Structure and Medical Terminology I**

Prerequisite: READ 090, completion of ENGL 095 with a grade of "C-" or better, or placement in ENGL& 101.

Introduction to medical word building with common roots, prefixes, and suffixes. Terms are related to the body as a whole and in the context of human anatomy, body structure, and anatomical divisions and planes of the body. The following body systems will be covered: skeletal, muscular, circulatory, respiratory, and digestive including clinical procedures, diagnostic tests, and eponyms as used by Medical Assistants and other healthcare providers in the following MEDAS 133 Exam Room Procedures. Coursework includes pronunciation, spelling, and abbreviations. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 111 **5 Credits** **Human Body Functions and Medical Terminology II**

Prerequisite: Completion of MEDAS 110 with a grade of "B-" or better.

Continuation of MEDAS 110 with medical word building, roots, prefixes, suffixes, and human physiology. Terms are related to body systems: immune, lymphatic, cardiovascular, dermatology, respiratory, urinary, reproductive, musculoskeletal, sense organs, endocrinal as well as psychiatric. Terms used in written and verbal communication by Medical Assistants and other healthcare providers are highlighted. Coursework includes pronunciation, spelling, and abbreviations. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 114 **3 Credits** **Medical Law, Ethics, and Bioethics for Medical Asst.**

Prerequisite: ENGL 095 with a grade of "C-" or better, or placement in ENGL& 101 or ENGL 150.

This course presents a comprehensive systems approach to the study of medical law, ethics, and bioethics as related to the ambulatory healthcare setting, including legal terminology and professional liability, introduction to healthcare roles, and responsibilities for the medical assistant and healthcare team. Vocational program course. May be used as a general elective in the AA degree.



MEDICAL ASSISTANT PROGRAM COURSE DESCRIPTIONS

MEDAS 120 **5 Credits**

Pathology, Diseases, and Treatments

Prerequisite: Completion of MEDAS 110 and MEDAS 111 with a grade of "B-" or better.

The etiology, symptoms, diagnostic procedures, and treatment of common diseases in the following body systems will relate to the medical assistant and other ambulatory healthcare employees: digestive, blood & immune, musculoskeletal, urinary, reproductive, endocrine, nervous, and special senses. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 131 **3 Credits**

Communication Skills for Medical Assistants

Prerequisite: ENGL 095 with a grade of "C-" or better, or placement in ENGL& 101 or ENGL 150.

Techniques for building client/patient relationships. Emphasis is on therapeutic communications. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 132 **3 Credits**

Medical Office Safety and Emergencies

Prerequisite: READ 090, completion of ENGL 095 with a grade of "C-" or better, or placement in ENGL& 101 or ENGL 150.

AHA Healthcare Provider CPR and basic first aid, infection control, medical asepsis, personal safety precautions, HIV/AIDS and bloodborne pathogens training, and emergency preparedness. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 133 **5 Credits**

Exam Room (Clinical) Procedures

Prerequisite: Completion of MEDAS 110, 114, 131, and 132 with a grade of "B-" or better.

This course introduces basic examination techniques, including patient prep, vital signs, care and usage of the otoscope, ear/eye exams, and documentation. Physical environment safety, asepsis & infection control will be applied to: wound & burn care, assisting with minor office surgery, sutures & suture removal. Students will identify surgical instruments & proper care of instruments, and operate the autoclave. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 134 **3 Credits**

Healthcare Calculations

Prerequisite: Completion of MATH 097 with a grade of "C-" or better or placement in MATH 098.

This course presents math as used in ambulatory healthcare. Dosage calculations, reference ranges, temperature conversions, growth charts, and use of the metric system. 3 theory hours. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 135 **5 Credits**

Medical Lab Procedures I

Prerequisite: Completion of MEDAS 110, 111, 114, 131, and 132 with a grade of "B-" or better.

This course presents basic lab introduction, OSHA, CLIA, infection control, microbiology principles, specimen collection, care and use of the microscope, physical and chemical urinalysis, UA slide preparation, venipuncture, hematology testing: hemoglobin, hematocrit, ESR. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 136 **5 Credits**

Medical Lab Procedures II

Prerequisite: Completion of MEDAS 135 with a grade of "B-" or better.

This course continues blood chemistry, blood glucose monitoring, cholesterol screening, hemocults, serology, microbiology, and toxicology testing. Pulmonology testing with peak flow meters and spirometers and treatments using small-volume nebulizers will be performed, along with ECG recording. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 137 **5 Credits**

Pharmacology and Medication Administration

Prerequisite: Completion of MATH 097 with a grade of "C-" or better or placement in MATH 098; MEDAS 133 and MEDAS 134 with a grade of "B-" or better.

This course includes a review of MEDAS 133 and an overview of drug therapy and theory relative to medical assisting. Oral and parenteral medication administration techniques and practices are included. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 151 **5 Credits**

Medical Office Reception Procedures

Prerequisite: Completion of MEDAS 110, 114, and 131 with a grade of "B-" or better.

Oral, written, and telephone skills development appropriate to a medical receptionist setting. Emphasis on professional attitudes and job search readiness. General medical office procedures, including the use of electronic medical records and appointment scheduling. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 152 **5 Credits**

Medical Office Business Procedures

Prerequisite: Completion of MEDAS 151 with a grade of "B-" or better.

This course introduces software, accounts receivable procedures, professionalism, and record management in the medical office. Vocational program course. May be used as a general elective in the AA degree.

MEDICAL ASSISTANT PROGRAM COURSE DESCRIPTIONS

MEDAS 153 **5 Credits**
Medical Insurance Coding and Billing

Prerequisite: Completion of MEDAS 151 with a grade of "B-" or better.

This course introduces medical insurance, billing, and coding. An overview of insurance plans, insurance claims, and health insurance terminology will be covered. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 190 **6 Credits**
Medical Assistant Externship

Prerequisite: Completion of all required courses, and core competencies in the Medical Assistant program with a grade of "B-" or better in each course; co-enrollment in MEDAS 191 and MEDAS 195; instructor permission.

Supervised medical assistant experience in a healthcare facility. Provides students with the opportunity to apply knowledge and skill in performing administrative and clinical procedures, and in developing professional attitudes for interacting with other professionals. Vocational program course.

MEDAS 191 **1 Credit**
Medical Assistant Seminar

Prerequisite: Co-enrollment in MEDAS 190 and MEDAS 195.

This course brings together students to prepare for externships and to discuss issues in the workplace. There is an emphasis on communication, professionalism, and the importance of continuing education. Employment opportunities, job search skills, resume writing, and interview techniques will be addressed. Discussion of state certification guidelines with a focus on the AAMA certification exam. Vocational program course. May be used as a general elective in the AA degree.

MEDAS 195 **2 Credits**
Medical Assistant Exam Preparation

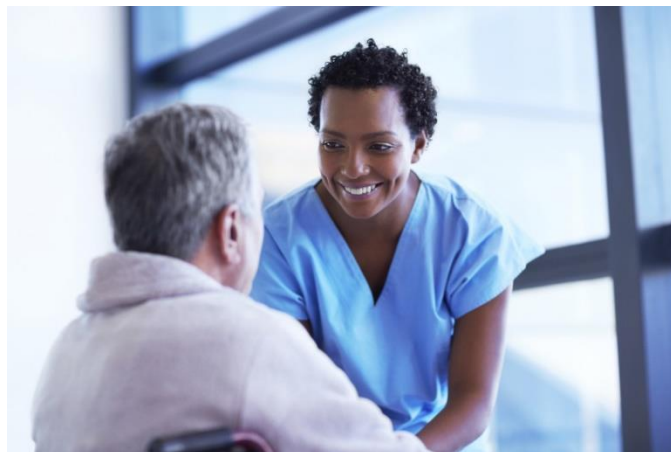
Prerequisite: Completion of all required courses, and core competencies in the Medical Assistant program with a grade of "B-" or better in each course; co-enrollment in MEDAS 190 and MEDAS 191; instructor permission.

Review of Medical Assistant administrative and clinical competencies including anatomy and physiology, medical terminology, and legal aspects. Discussion of studying and test-taking techniques to prepare for the AAMA certification exam. Vocational program course.

PSYC & 100 **5 Credits**
General Psychology

Recommended Preparation: Placement in ENGL & 101.

An introduction to psychology utilizing theories and group exercises. Deals with the psychology of behavior, development, learning, cognition, motivation and emotion, perception, memory, and both normal and abnormal personalities. Provides an overview of modern psychology in terms of biological, social, and intrapsychic factors. Satisfies social science distribution area D requirement or specified elective for the AA degree.



GRAYS HARBOR COLLEGE - Student Schedule

MEDICAL ASSISTANT – ASSOCIATE OF APPLIED SCIENCE

1st Quarter - Fall

Course #	Course Title	Credits
MEDAS 114	Medical Law, Ethics, and Bioethics for Medical Assistants	3
MEDAS 131	Communication Skills for Medical Assistants	3
MEDAS 110	Human Body Structure and Medical Terminology I	5
MEDAS 151	Medical Office Reception Procedures	5
TOTAL QUARTER CREDITS		16

2nd Quarter - Winter

Course #	Course Title	Credits
MEDAS 111	Human Body Functions and Medical Terminology II	5
MEDAS 132	Medical Office Safety and Emergencies	3
MEDAS 133	Exam Room (Clinical) Procedures	5
TOTAL QUARTER CREDITS		13

3rd Quarter - Spring

Course #	Course Title	Credits
MEDAS 152	Medical Office Business Procedures	5
MEDAS 134	Healthcare Calculations	3
MEDAS 135	Medical Lab Procedures I	5
TOTAL QUARTER CREDITS Quarter		13

4th Quarter - Fall

Course #	Course Title	Credits
MEDAS 136	Medical Lab Procedures II	5
MEDAS 153	Medical Insurance Coding and Billing	5
TOTAL QUARTER CREDITS		10

5th Quarter - Winter

Course #	Course Title	Credits
MEDAS 120	Pathology, Diseases, and Treatments	5
MEDAS 137	Pharmacology and Medications Administration	5
TOTAL QUARTER CREDITS		10

6th Quarter - Spring

Course #	Course Title	Credits
MEDAS 195	Medical Assistant Exam Preparation	2
MEDAS 191	Medical Assistant Seminar	1
MEDAS 190	Medical Assistant Externship	6
TOTAL QUARTER CREDITS		9

REQUIRED SUPPORT AND GENERAL EDUCATIONAL COURSES FOR AAS DEGREE

Course #	Course Title	Quarters/ Years	Credits
BA 104	Mathematics for Business	Sp (1 st Yr), F (2 nd Yr)	5
BTECH 124	Keyboard Skillbuilding I	F, W, Sp, Su	2
BTECH 102	Introduction to Microsoft Office	F, W, Sp, Su	3
ENGL&101 or	English Composition I or	F, W, Sp, Su	5 or
ENGL 150	Vocational/Technical/Business Writing	W, Sp	5
PSYC& 100	General Psychology	F, W, Sp, Su	5
TOTAL QUARTER CREDITS			20