

# MEDICAL ASSISTING (A.A.S.)

Medical assistants perform routine administrative and clinical duties in a healthcare practice and report directly to an office manager, physician, or other health practitioner. The medical assistant is a vital liaison between the doctor and patient, playing an important role in diagnosis and treatment. CCV's Associate of Applied Science program in Medical Assisting is the only one in Vermont accredited by the Accrediting Bureau of Health Education Schools (ABHES). Upon completion of the Medical Assisting program, you will be eligible to complete either the Registered Medical Assistant (RMA) or Certified Medical Assistant (CMA) examination and will be prepared for immediate employment in the field of healthcare in hospitals, community health centers, outpatient facilities, and ambulatory healthcare services.

You will be required to pass a criminal background check before enrolling in the Administrative Medical Assisting Internship or Clinical Medical Assisting Internship course, both of which are required to complete this degree. To start the process, go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com). Click on "Place Order" and enter package code: CQ01 You will then be directed to set up your Certified Profile account. The cost to you is \$57.00 and is payable directly to Certified Background online. These records are confidential. Allied health program students are required by the State of Vermont to provide documentation of immunizations.

All associate degrees include completion of general education requirements which, together with program requirements, constitute a minimum of 60 credits. In some cases program requirements also fulfill general education requirements. You may not use a single course to meet two general education requirements.

## General Education Requirements for A.A.S.

### Core Competencies

Complete at least one course in each of the following:

- First semester seminar \_\_\_\_\_
- Technological Literacy  
CIS 1041 - Microcomputer Applications I
- Communication  
COM 1030 - Intercultural Communication  
*Meets graduation standard in oral communication*
- English Composition  
ENG 1061 - English Composition
- Mathematics \_\_\_\_\_
- Research & Writing Intensive \_\_\_\_\_

### Areas of Inquiry

Complete at least one course in each of the following:

- Scientific Method \_\_\_\_\_  
BIO 1140 - Human Biology

### Integrative Approaches

- HUM 2010 - Seminar in Educational Inquiry  
*Meets graduation standard in writing and information literacy*
- Quantitative Reasoning Assessment  
*Meets graduation standard in quantitative reasoning*

## Program Requirements

Courses are listed in the order in which we recommend you take them.

- BIO 1140 - Human Biology \*
- AHS 1205 - Medical Terminology
- AHS 1410 - Introduction to Phlebotomy
- CIS 1041 - Microcomputer Applications I \*
- AHS 2121 - Medical Billing & Coding I
- AHS 2200 - Administrative Medical Assisting
- AHS 1810 - Administrative Medical Assisting Internship
- AHS 2470 - Fundamentals of Pharmacology
- AHS-2310 CPR/First Aid (0 credits)
- AHS 2070 - Clinical Medical Assisting
- AHS 2820 - Clinical Medical Assisting Internship
- COM 1030 - Intercultural Communication \*
- HUM 2020 - Bioethics
- PSY 1060 - Introduction to Health Psychology  
or  
AHS 2120 - Wellness for Life

Electives: 6 credits

### Note(s)

\*You may use a course to meet both a program requirement and a general education requirement; however, you may not use a single course to meet two general education requirements.

**Minimum Total Credits in Degree: 60**

## Program Outcomes

### Graduates of the Medical Assisting program will be able to:

- demonstrate an understanding of basic anatomy, physiology, and disease processes of the human body as it relates to patient medical history;
- prepare examination room and patient for physical examination using proper procedures for taking vital signs and preventing infection by using aseptic techniques;
- employ a basic knowledge of law and ethics as they pertain to the medical office;
- perform basic medical office functions including patient scheduling, insurance and reimbursement procedures, basic coding, accounting, and bookkeeping;
- complete either the Registered Medical Assistant (RMA) or Certified Medical Assistant (CMA) examination with a passing score;
- demonstrate academic skills required of all CCV graduates, including competency in writing, information literacy, oral communication, quantitative reasoning; and
- explore pathways for educational and career development in the student's field of study.

### The Medical Assisting program is great for you if:

- you are interested in a healthcare career;
- you enjoy working directly with patients and families;
- you enjoy being part of an integrated team of healthcare professionals;
- you are detail oriented and organized;
- you have good computer, math, science, reading, writing, and communication skills;
- you benefit from hands-on and applied learning activities; and
- you enjoy being part of a fast-paced work environment with diverse administrative and clinical responsibilities.

### Key information and advice for students in the Medical Assisting program:

- The Medical Assisting curriculum helps students develop key skills for performing both clinical and administrative tasks in healthcare settings.
- The two required Medical Assisting internships give students hands-on workplace experience and an opportunity to make connections with local healthcare facilities and employers.
- Students must complete a criminal background check in order to enroll in the internship courses. Students who have a felony conviction may be prevented from participating in some of the required courses for the Medical Assisting program.
- A felony conviction may prevent employment in a medical assisting job. Some healthcare providers will accept a misdemeanor conviction. Students should check with the agency with which they want to work for its policy on prior convictions.
- Required courses for the Medical Assisting degree are offered at select CCV academic centers throughout the state and in online and hybrid formats. Students may choose to complete a majority of their courses online.

### The Medical Assisting program prepares you for careers such as:

- Medical Assistant in Physicians' Offices
- Medical Assistant in Long Term Care Facilities
- Medical Assistant in Ambulatory Care Centers
- Medical Assistant in Hospitals
- Medical Assistant in Community Health Centers

### Job outlook in Medical Assisting in the state of Vermont:

<i>Title</i>	<i>Median Salary</i>	<i>Projected Growth (10 Yrs)</i>
Medical Assistant	\$31,000	23%
Healthcare Support Worker	\$28,410	11%
Healthcare Practitioner	\$40,430	8%

Source: Vermont Department of Labor, <http://www.vtmi.info/oic.cfm>