

Medical Assistant

Medical Assistant Certificate in Applied Science

Mission Statement:

The mission of the GTC Medical Assistant program is to prepare students to successfully function as entry-level medical assistants upon program completion. We strive to instill devotion to professionalism, critical thinking, and lifelong-learning, while providing our graduates with the skills and knowledge required by medical practices, laboratories, and multi-specialty health clinics.

Entrance Requirements:

Acceptable placement test score(s); plus high school diploma or GED

Type of Program:

Day or evening – Students must choose either the day or evening option upon entry into the major. The evening program is offered on a part-time basis and will require an additional term to complete. **

Professional Credentials:

Recommended: Certified Medical Assistant – CMA (AAMA) (subject to passing national certification exam)
Other professional medical assistant credentials are available to graduates.

Program Accreditation:

The Medical Assistant Program at Greenville Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board. (www.maerb.com)

Commission on Accreditation of Allied Health Education Program
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: (727) 210-2350
www.caahep.org

Employment Opportunities:

Medical practices, hospital-based outpatient clinics, ambulatory surgery centers, and laboratories.

- This program prepares students to become versatile health care professionals who work under the supervision of a physician within medical practices. Unique to this profession is the ability to perform both administrative duties (including filing insurance, billing and coding, and patient scheduling) and clinical duties (such as obtaining vital signs and patient histories, assisting with exams and sterile procedures, performing EKGs, pulmonary function tests and other screenings, collecting and processing CLIA-waived laboratory specimens and providing patient education).
- Students are admitted in the fall for day courses and in the spring for evening courses.
- The program has specific admission requirements that are listed below.
- Students:
 - Must meet college admission requirements
 - Must complete the online Medical Assistant Career Talk within two years prior to applying for program admission
 - Must complete all prerequisites with a grade of "C" or better and a technical GPA of 2.5 or higher to be eligible for admission into the program
 - Must submit a weighted admission form by the appropriate due date.
- Students accepted into the Medical Assistant Program are required to
 - Pay a non-refundable \$100 deposit fee to secure seat in the program.
 - Complete a criminal background report. A crime free report is required for mandatory practicum experiences. Students may be subject to more than one background check during the program based on affiliate requirements.

- ❑ Attend the mandatory program orientation
- During the program, students must successfully maintain
 - ❑ A negative 10-panel drug screen
 - ❑ Documentation of current Healthcare Provider BLS/CPR certification
 - ❑ A current physical exam and all required immunizations.
 - ❑ Attestation to required program Technical Standards
 - ❑ A signed statement of understanding regarding policies, procedures, and requirements of the program
 - ❑ Additional crime-free criminal background reports, as required by practicum sites
- Students will be required to demonstrate competency in applicable knowledge, behavior, and skills throughout the program. Failure to achieve satisfactory exam and assignment scores or demonstrate skills competency will prevent completion of the program.
- Unpaid practical experience is a component of this major. Students may not be compensated in any form for practical experiences. Students are responsible for their own transportation to and from the practicum sites. Students must be able to attend all required practicum hours.
- Practicum experience typically requires daytime attendance, from Monday to Friday, for 2-3 weeks in a row. Practicum occurs within the following courses: MED 107 and MED 156.
- Prior to practicum placement, students are responsible for completing all required Healthstream training modules and ensuring all practicum-specific requirements and certifications are completed.
- Successful completion of all core cognitive, psychomotor, and affective competencies is required to pass all MED courses. Competencies must be completed in full prior to practicum placement.
- A minimum grade of "C" is required to successfully pass MED courses.
- Program-specific uniforms and student IDs are required to be worn to all MED courses and practicums.
- A stethoscope and a functioning watch with a second hand is required for MED 112, 113, 114 and 156.

Prerequisite courses:

Prior to entry into the Medical Assistant courses, students must complete the following prerequisites with a technical GPA of 2.5 or higher and a grade of "C" or better in all individual courses:

AHS	102	Medical Terminology	3.0
BIO	112	Basic Anatomy & Physiology*	4.0
CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I*	3.0

Recommended Day Program Schedule

First Semester - Fall

MED	102	Introduction to the Medical Assistant Profession	2.0
MED	104	Medical Assisting Administrative Procedures	4.0
MED	107	Medical Office Management	4.0

Second Semester - Spring

MED	112	Medical Assisting Pharmacology	2.0
MED	113	Basic Medical Laboratory Techniques	3.0
MED	114	Medical Assisting Clinical Procedures	4.0

Third Semester - Summer

MED	156	Clinical Experience I	6.0
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Total Required Credit Hours: 38.0

* General education course

** The evening program schedule limits students to two MED courses per term. Please see your advisor specific details.

*** Visit <https://www.gvltec.edu/medical-assistant/> for published annual program outcomes.