MEDICAL ASSISTING (AAS)

Award: Associate of Applied Science Degree
No. of credits required: 60
For more information: *Contact the Program Coordinator, Brittany Arkins, at 443-412-2738,* barkins@harford.edu*, or Admissions, 443-412-2109.*

Program Description

The Associate of Applied Sciences degree in Medical Assisting at Harford Community College is a career program designed to prepare students for employment as medical assistants immediately upon completing the course of studies. The program prepares students to work in an administrative and clinical capacity in a variety of medical office and clinical settings. Students learn the knowledge, technical skills and work ethic that are required for an entry level position in medical assisting. The program includes both classroom theory and clinical practice. Graduates of the program are eligible to test for the Registered Medical Assistant (RMA) through American Medical Technologists (AMT) or the Certified Medical Assistant (CMA) through American Association of Medical Assistants (AAMA). Please note that, generally, individuals who have been found guilty of a felony, or pleaded guilty to a felony, are not eligible to take the exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances.

Administrative duties performed by medical assistants include general medical office procedures, scheduling appointments, medical billing, and coding. Clinical duties include recording medical histories and vital signs, preparing patients for examination and procedures, performing laboratory tests, pharmacology and injection training, and phlebotomy and EKG training.

Program Goals

Upon completion of the program, the student will :

1. Perform clinical skills within the scope of practice for a medical assistant: phlebotomy, injections, EKG (electrocardiogram), obtaining lab specimens, and vital signs.
2. Perform executive administrative skills within the scope of practice for a medical assistant including; scheduling, billing and coding.
3. Possess knowledge of legal implications and ethical considerations in an ambulatory healthcare setting.
4. Follow the American Association of Medical Assistants (AAMA) Code of Ethics.
5. Be eligible to take the American Association of Medical Assistants (AAMA) Examination for national certification.
6. Have completed 160 hours of unpaid externship in an ambulatory healthcare setting.
7. Demonstrate professionalism and effective communication skills.
8. Qualify to secure an entry level employment position as a medical assistant.

Outcomes

The medical assisting program at Harford Community College has a five-year average of 86.05% for job placement and 70.94% for retention for the years 2019-2023.

Student Responsibilities

Students will be responsible for the following:

1. Obtaining scrubs to be used throughout all MAS courses,
2. Purchasing the textbook bundle from the college bookstore that contains the textbook, workbook, and MindTap access code (valued at approximately $380),
3. Submit documentation of physical examination, vaccinations, and immunizations, a copy of the front and back of the American Heart Association Healthcare Provider CPR/BLS certification card, and a copy of the front and back of your health insurance card, including obtaining background check and drug screening through an approved vendor. Without the required documentation, the student is not allowed to participate in the practicum portion of the program.

Employment Information

Medical assisting is one of the fastest-growing health professional occupations in the United States. According to The Bureau of Labor Statistics, employment of medical assistants will continue to grow by 14% through the year 2032 as the healthcare industry expands because of technological advances in medicine and the growth and aging of the population.

Degree Requirements

Recommended Course Sequence

First Semester		Credits
AHS 101	Medical Terminology and Ethics	3
CMST 101 or CMST 105	Speech Fundamentals (GI) or Interpersonal Communication (GI) (D)	3
ENG 101	English Composition (GE)	3
MAS 120	Medical Assisting Fundamentals	3
BIO 108	Human Body in Health and Disease (GS) [1]	3
BIO 116	Human Body in Health and Disease Laboratory (GL) [1]	1
	Credits	**16**
Second Semester		
CIS 102	Introduction to Information Sciences (GI)	3
MAS 122	Clinical Medical Assistant I [2]	3
MAS 126	Administrative Medical Assisting I	3
PSY 101	General Psychology (GB)	3
Mathematics Elective (GM) (https://catalog.harford.edu/general-education/#mathematics)		3
	Credits	**15**
Third Semester		
MAS 124	Clinical Medical Assistant II [2]	4
MAS 127	Administrative Medical Assisting II	3
MAS 200	Laboratory Procedures for Medical Assistant	3
MAS 202	Pharmacology for the Medical Assistant	3
Arts/Humanities Elective (GAH)		3
	Credits	**16**
Fourth Semester		
MAS 210	Medical Assisting Practicum [2,3]	4
SOC 101	Introduction to Sociology (GB) (D)	3
General Elective		5

Physical Education Elective	1
Credits	**13**
Total Credits	**60**

[1] Biology Requirement choose BIO 108 Human Body in Health and Disease (GS) & BIO 116 Human Body in Health and Disease Laboratory (GL) OR BIO 203 Anatomy and Physiology I (GL) & BIO 204 Anatomy and Physiology II (GL)

[2] Health requirements and vaccinations (PPD, FLU and COVID), as well as current healthcare provider level CPR and first aid certification by the American Heart Association, including obtaining background check and drug screening will be required prior to placement at a clinical site.

[3] Medical Assisting Practicum requires 160 hours of unpaid work experience in a physician's office or clinical setting. All other coursework must be completed prior to taking MAS 210 Medical Assisting Practicum.

General Education Degree Requirements

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

Behavioral/Social Science (GB)
English Composition (GE)
Arts/Humanities (GAH)
Interdisciplinary and Emerging Issues (GI)
Biological/Physical Laboratory Science (GL)
Mathematics (GM)
Biological/Physical Science (GS)