MEDICAL ASSISTANT CERTIFICATE IN APPLIED SCIENCE

Program Description

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).

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

Mission Statement

The mission of the Greenville Technical College 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

High School Diploma or GED

See "Program Requirements" Section for additional requirements.

Type of Program

This program is designed as a One-Plus-One program. Phase I includes all prerequisite courses, including general education course work. Upon successful completion of Phase I courses, qualified students apply to Phase II, which includes all of the Medical Assistant course work.

Phase I: Day, evening, or online

Phase II: Day (some program-related evening events required)

Employment Opportunities

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

Professional Credentials

Certified Medical Assistant – CMA (AAMA) (subject to passing national certification exam)

- Graduates are eligible to sit for the national certification examination administered by the American Association of Medical Assistants

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. (http://www.maerb.org/)

Commission on Accreditation of Allied Health Educational Programs (CAAHEP)
9355 - 113th St. N, #7709
Seminole, FL 33775
(727) 210-2350
https://www.caahep.org/

Visit our web page at https://www.gvltec.edu/medical-assistant/.

Visit https://www.gvltec.edu/academics_learning/licensure-disclosures/index.html (https://www.gvltec.edu/academics_learning/licensure-disclosures/) for important information concerning educational requirements for professional licensure in a specific state or territory.

Program Requirements
Phase I Admission Requirements

- Must meet college admission requirements.
- Must complete the online Medical Assistant Career Talk within two years prior to applying for Phase II program admission.

Phase II Admission Requirements

- Meet all of the requirements of Phase I.
- Must complete all Phase I courses with a grade of "C" or better and a technical GPA of 2.50 or higher to be eligible for admission into the program. (Technical GPA 2.49 to 2.0 requires Program Director approval for admission into the program)
- AHS 102 (https://catalog.gvltec.edu/course-descriptions/ahs/) Medical Terminology and BIO 112 (https://catalog.gvltec.edu/course-descriptions/bio/) Basic Anatomy and Physiology* must be completed within five (5) years prior to applying for Phase II.
- Complete and submit the Weighted Admission Application Form with supporting documentation during the application window (March 15 - May 15).
- Students are selected based upon weighed admissions criteria.

Upon Acceptance to Phase II

- Submit an Intent Form by the program deadline to secure a seat in the program.
- Complete a criminal background report. An acceptable report is required for mandatory practicum experiences. Students may be subject to more than one background check during the program based on affiliate requirements.
- A negative 10-panel drug screen will be required.
- Submit a physical exam form completed by a licensed practicing physician or certified nurse practitioner indicating good physical and mental health with current immunizations.
- Meet the specific program requirements outlined in the School of Health Sciences Policies and Requirements (https://catalog.gvltec.edu/school-health-sciences/#policiesrequirementstext).
- Submit documentation of current CPR certification for the Health Care Provider through the American Heart Association (must be maintained throughout Phase II).

- Complete assigned pre-clinical education training requirements prior to the start of clinical experiences and annually thereafter.
- Attend the mandatory program orientation.
- Must attest to ability to perform required program Technical Standards and submit a signed statement of understanding regarding program policies, procedures and requirements for progression.

*Students may substitute BIO 210/211 (https://catalog.gvltec.edu/course-descriptions/bio/) combination or BIO 215/216 (https://catalog.gvltec.edu/course-descriptions/bio/) combination for Anatomy and Physiology course. If using combination, must complete both prior to applying for Phase II admission.

Requirements for Completion

- Students will be required to demonstrate competency in applicable cognitive (knowledge), affective (behavior), and psychomotor (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 (also know as practicum or externship) 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 Medical Office Management and MED 156 Clinical Experience I.
- Prior to practicum placement, students are responsible for completing all required pre-clinical 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. Applicable course competencies must be completed in full prior to practicum placement.
- 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 are required for MED 112 Medical Assisting Pharmacology, MED 113 Basic Medical Laboratory Techniques, MED 114 Medical Assisting Clinical Procedures and MED 156 Clinical Experience I.
- A minimum grade of "C" is required to successfully pass MED courses.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a daytime schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Course	Title	Hours
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
BIO 112	Basic Anatomy & Physiology [1]	4
CPT 170	Computer Applications I	3
ENG 101	English Composition I [1]	3
Recommended Day Program Schedule		
First Semester		
MED 102	Intro to the Med Assisting Profession	2
MED 104	Med Assisting Administrative Procedures	4
MED 107	Medical Office Management	4
Second Semester		
MED 112	Medical Assisting Pharmacology	2
MED 113	Basic Medical Laboratory Techniques	3
MED 114	Medical Assisting Clinical Procedures	4
Third Semester		
MED 156	Clinical Experience I	6
Total Required Credit Hours		**38**

[1] General education course