

# Associate of Applied Science in Medical Assisting

The Associate of Applied Science (AAS) in Medical Assisting prepares students to work as entry-level medical assistants. Medical assistants are multi-skilled allied health professionals specifically trained to work in ambulatory settings, such as physicians' offices, clinics and outpatient care centers. These multi-skilled personnel can perform administrative and clinical procedures.

## Admission Requirements

- Complete the Admission Requirements for Associate Degrees (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/admissions/undergraduate/>).

## Special Considerations

Prior to beginning MA A295, students must provide documentation of the following:

- Immunizations:
  - Annual TB screening using the Mantoux method or PPD two-step testing process:
    - the first step must have been completed within twelve (12) months prior to the commencement of the student's supervised, clinical experience; and
    - the second step must have been completed within one to three weeks after the first step was administered
  - Hepatitis B immunity
  - Hepatitis B series, two MMRs, two varicella, or proof of immunization
  - Current influenza vaccination
  - Other immunizations specifically required by the practicum clinical site
- Current Basic Life Support (BLS) certification
- Completion of State of Alaska criminal background check and fingerprinting
- Some practicum clinical sites may require additional documentation such as a drug screen; each requirement is site-specific

Additionally:

- Medical assisting courses are sequenced and only offered during certain semesters
- Students are strongly encouraged to maintain personal medical insurance
- MA A295 is a required course. It is a 6-week/240 hour commitment to full-time on-the-job education that is non-remunerated (unpaid).
- Individuals who have been found guilty of a felony, or plead guilty to a felony, are not eligible to take the CMA (AAMA)<sup>®</sup> examination; however, a waiver may be granted by the American

Association of Medical Assistants (AAMA) Certifying Board in cases of mitigating circumstances.

## Graduation Requirements

- Complete the General University Requirements for Associate Degrees (<http://catalog.uaa.alaska.edu/undergraduateprograms/aasrequirements/>).
- Complete the General Education Requirements for Associate of Applied Science Degrees (<http://catalog.uaa.alaska.edu/undergraduateprograms/aasrequirements/generaleducationrequirements/>).
- Complete all required MA courses with a minimum grade of C.
- Complete the following major requirements:

Code	Title	Credits
<b>Core Courses</b>		
BADA A105	Introduction to Personal Computers and Application Software	3
BIOL A100 or BIOL A111 & A111L & BIOL A112 & BIOL A112L	Human Biology Human Anatomy and Physiology I and Human Anatomy and Physiology I Lab and Human Anatomy and Physiology II and Human Anatomy and Physiology II Lab	3-8
MA A101	Medical Terminology	3
MA A104	Essentials of Human Disease	3
MA A120	Administrative Procedures	4
MA A220	Medical Office Coding	3
MA A235	Medical Insurance, Billing and Healthcare Documentation	3
MA A250	Clinical Procedures I	4
MA A255	Clinical Procedures II	4
MA A295	Medical Assisting Practicum	5
PSY A150	Lifespan Development	3
<b>Electives</b>		
Complete a minimum of 7 credits from the following or other advisor approved electives:		7
DN A151	Nutrition Through the Life Cycle	
DN A155	Survey of Alaska Native Nutrition	
DN A203	Nutrition for Health Sciences	
DN A325	Food & Nutrition in Modern Alaska	
EMT A110	Emergency Trauma Technician	
EMT A130	Emergency Medical Technician I	
HLTH A151	Breaking Trail on Your Health and Social Services Career	
HS A210	Introduction to Environmental Health	
HS A220	Introduction to Population Health Sciences	
HS A230	Introduction to Global Health	

MA A320	Medical Office Advanced Coding
MEDT A132	Phlebotomy and Specimen Processing Techniques
MEDT A132L	Phlebotomy and Specimen Processing Techniques Lab
MEDT A195A	Phlebotomy Practicum
MEDT A250	Cultural Diversity in Health Care
NURS A101	Introduction to Nursing
PHAR A101	Introduction to Pharmacy
PHIL A302	Biomedical Ethics
<b>Total</b>	<b>45-50</b>

A minimum of 60 credits is required for the degree.

## Program Student Learning Outcomes

Students graduating with an Associate of Applied Science in Medical Assisting will be able to:

- Demonstrate entry-level psychomotor, affective and cognitive curriculum content areas of medical assisting.
- Exhibit professional and ethical behavior in the healthcare setting.
- Show commitment to the medical assisting profession by sitting for the CMA (AAMA)® exam.

## Sample Plan

The academic plan below is one pathway through the degree/certificate. It includes all requirements, taking into account recommendations from program faculty. Each student's plan may vary according to their initial course placement (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/courseplacement/>), intended course load, additional majors and/or minors, and their placement into required prerequisite courses. Any change in the plan below can have an unforeseen impact on the rest of the plan. **Therefore, it is very important to meet with your academic advisor to verify your personal academic plan.**

Please review the following terms, definitions, and resources associated with the sample academic plan below.

- Each course in the far left column links to a pop-up bubble with a course description, prerequisite requirements, and associations with university requirements. For example, if a course fulfills a general education requirement, you will see that in the pop-up bubble.
- **GER:** indicates a General Education Requirement (<http://catalog.uaa.alaska.edu/undergraduateprograms/baccalaureaterequirements/gers/>). GERs that also count toward degree/certificate requirements appear as a specific course in the plan. For these courses, "GER" is not indicated explicitly in the table, but if you click on the course, you will see the course's GER status in the pop-up bubble.
- **Program Elective:** indicates a specific course selection determined by program faculty to fulfill a degree/certificate requirement. Students should seek assistance from their academic advisor.

- **Elective:** indicates an open selection of 100-400 level university courses to fulfill elective credits needed to meet the minimum total credits toward the degree/certificate.
- **Upper Division Program Elective:** indicates a specific 300-400 level course selection determined by the program faculty to fulfill a degree/certificate requirement. Students should seek assistance from their academic advisor.
- **Upper Division Elective:** indicates an open selection of 300-400 level courses to fulfill elective credits needed to meet the minimum total credits toward the degree/certificate. These courses must be upper division in order to meet General University Requirements for the particular degree/certificate type.

### First Year

Fall		Credits
COMM A111	Fundamentals of Oral Communication	3
MATH A104 or MATH A105	Technical Mathematics or Intermediate Algebra	3-4
PSY A150	Lifespan Development	3
WRTG A111	Writing Across Contexts	3
<b>Credits</b>		<b>12-13</b>

### Spring

BADA A105	Introduction to Personal Computers and Application Software	3
BIOL A100	Human Biology	3
MA A101	Medical Terminology	3
GER	Written Communication Skills	3
Elective		3
<b>Credits</b>		<b>15</b>

### Second Year

#### Fall

MA A104	Essentials of Human Disease	3
MA A120	Administrative Procedures	4
MA A250	Clinical Procedures I	4
Program Elective		3
<b>Credits</b>		<b>14</b>

#### Spring

MA A220	Medical Office Coding	3
MA A235	Medical Insurance, Billing and Healthcare Documentation	3
MA A255	Clinical Procedures II	4
Program Elective		4
<b>Credits</b>		<b>14</b>

#### Summer

MA A295	Medical Assisting Practicum	5
<b>Credits</b>		<b>5</b>

**Total Credits 60-61**