

# 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.

The Medical Assisting course of study is accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org>) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

## Admission Requirements

- Complete the Admission Requirements for Associate Degrees (<http://catalog.uaa.alaska.edu/academicpoliciesprocesses/admissions/undergraduate/>).
- Placement into WRTG A111 and MATH A055 or higher with placement tests or prerequisite courses.
- Complete the following prerequisite courses with a minimum grade of C prior to submitting an application to full-major status: MA A101 and BADA A105 and (BIOL A100 or (BIOL A111 and BIOL A111L and BIOL A112 and BIOL A112L)).
- Submit a Medical Assisting application according to instructions and deadlines on the program website (<https://www.uaa.alaska.edu/academics/college-of-health/departments/school-of-allied-health/medical-assisting/>).
- Highly recommend completion of MATH A104 or MATH A105 prior to applying for admission to the program.
- Highly recommend being in progress of completing required immunizations.
- Students will initially be admitted to pre-major status. Admission to the pre-major status does not guarantee subsequent admission to the major. As a pre-major, students work with an academic advisor to assist them in completing pre-major requirements and preparing them to apply to the full major.

## Special Considerations

- Prior to beginning clinical courses, students must provide documentation of:
  - The following immunizations: Hepatitis B titer showing immunity, Hepatitis A, MMR, TDap, Varicella, Influenza vaccine within the previous twelve months, and two step PPD test or Quantiferon Gold
  - Current CPR certification
- Some externship sites require additional documentation such as a State of Alaska Background checks and a drug screen; each requirement is site-specific.

- 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 only offered in the summer semester and requires 6-weeks of non-remunerated (unpaid) full-time on-the-job commitment.
- Individuals who have been found guilty of a felony, or plead guilty to a felony, are not eligible to take the CMA 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 of Applied Science 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 the following major requirements with a minimum grade of C:

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.**