

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 AAS in Medical Assisting 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).

Licensure and/or Certification

Students who complete the AAS in Medical Assisting major requirements are eligible to sit for the national certification CMA examination offered by the American Association of Medical Assistants (AAMA).

Please go to UAA's Authorization by State (https://www.uaa.alaska.edu/academics/office-of-academic-affairs/provost_office/uaa-state-authorization/authorization.cshtml/) website for information about licensure or certification in a state other than Alaska.

Admission Requirements

- Complete the Admission Requirements for Associate Degrees (<https://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 CIS A105 and (BIOL A100 or (BIOL A111 and BIOL A112)).
- 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/academics/medical-assisting/associateofappliedscience.cshtml/>).
- 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 |
|--|--|---------|
| Core Courses | | |
| BIOL A100 or BIOL A111 & BIOL A112 | Human Biology Human Anatomy and Physiology I and Human Anatomy and Physiology II | 3-8 |
| CIS A105 | Introduction to Personal Computers and Application Software | 3 |
| MA A101 | Medical Terminology | 3 |
| MA A104 | Essentials of Human Disease | 3 |
| MA A120 | Administrative Procedures | 4 |
| MA A220 | Coding for the Medical Office | 3 |
| MA A235 | Medical Insurance, Billing and Healthcare Documentation | 3 |
| MA A250 | Clinical Procedures I | 4 |

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| MA A255 | Clinical Procedures II | 4 |
| MA A295 | Medical Assisting Practicum | 5 |
| PSY A150 | Lifespan Development | 3 |

Electives

Complete a minimum of 7 credits from the following or other advisor-approved electives: 7

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| ACCT A101 | Principles of Financial Accounting I | |
| ACCT A120 | Bookkeeping for Business I | |
| ASL A101 | Elementary American Sign Language I | |
| ASL A102 | Elementary American Sign Language II | |
| DN A203 | Nutrition for Health Sciences | |
| DN A151 | Nutrition Through the Life Cycle | |
| DN A155 | Survey of Alaska Native Nutrition | |
| EMT A110 | Emergency Trauma Technician | |
| EMT A130 | Emergency Medical Technician I | |
| HLTH A101 | Introduction to Health Occupations | |
| HS A210 | Introduction to Environmental Health | |
| HS A220 | Core Concepts in the Health Sciences | |
| HS A230 | Introduction to Global Health | |
| MA A320 | Advanced Case Studies in Medical Coding | |
| MEDT A132 | Phlebotomy and Specimen Processing Techniques | |
| MEDT A132L | Phlebotomy and Specimen Processing Techniques Lab | |
| MEDT A195A | Phlebotomy Practicum | |
| NURS A101 | Introduction to Nursing | |
| PHAR A101 | Introduction to Pharmacy | |
| RADT A101 | Fundamentals for Limited Radiography I | |

Total 45-50

A minimum of 60 credits is required for the degree.