

# Occupational Endorsement Certificate in Medical Assisting

The Occupational Endorsement Certificate (OEC) 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 versatile professionals can perform administrative and clinical procedures. Through their education and hands-on training, students will build their knowledge and skills to work within their scope of practice.

Students who have completed the program are encouraged to sit for the CMA (AAMA)® examination in order to practice at the full scope of practice.

The Medical Assisting Certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

## Admission Requirements

- Complete the Admission Requirements for Occupational Endorsement Certificates (<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)® 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 Occupational Endorsement Certificates (<http://catalog.uaa.alaska.edu/undergraduateprograms/oecrequirements/>).
- Complete all required MA courses with a minimum grade of C.
- Complete the following major requirements:

| Code                | Title   | Credits   |
|---------------------|---|-----------|
| <b>Core Courses</b> |   |           |
| MA A101             | Medical Terminology                                     | 3         |
| MA A104             | Essentials of Human Disease                             | 3         |
| MA A120             | Administrative Procedures                               | 4         |
| 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>Total</b>        |   | <b>29</b> |

**A minimum of 29 credits is required for the degree.**