MEDICAL ASSISTING

The Medical Assisting Program at Mount Wachusett Community College provides students with the opportunity to earn a Medical Assisting Certificate or Associate Degree in Medical Assisting. Upon completion of the program, students are prepared for positions as medical assistants and can work in a variety of medical settings. During the course of study, students will develop skills and competencies in clinical and administrative duties. Students will gain knowledge in patient care and operational functions.

MEDICAL ASSISTING DEGREE (MAS)

Medical assistants perform a combination of clinical and administrative duties. Clinical duties include assisting doctors with examinations, drawing blood, placing patients in rooms, administering immunizations, removing sutures, assessing vital signs, and applying wound care. Administrative duties include scheduling appointments, answering phones, billing insurance companies, making referrals, and phoning in prescriptions. Because medical assistants work in an office environment, most work regular day-time hours. Students who complete the Medical Assisting Certificate (MASC) (p. 3) can continue to complete the Medical Assisting Degree. Clinical courses are offered only during the day. This degree is particularly beneficial to students who are interested in the completion of an associate degree to advance their employment in the medical field.

Year 1

Fall

<table>
<thead>
<tr>
<th>Cycle 1</th>
<th>Cycle 2</th>
<th>Full Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAS 105 Introduction to Medical Assisting</td>
<td>MAS 208 Principles Of Pharmacology</td>
<td>ENG 101 College Writing I</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>MAS 207 Medical Assisting Clinical Procedures</td>
<td>MAS 230 Finance Practice Management</td>
<td>MAS 130 Medical Terminology and the Body Systems</td>
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<tr>
<td>1</td>
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<tr>
<td>Year 2</td>
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Spring

<table>
<thead>
<tr>
<th>Cycle 1</th>
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<tbody>
<tr>
<td>MAS 230 Finance Practice Management</td>
<td>MAS 240 Medical Assisting Seminar</td>
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<tr>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>MAS 206 Medical Assisting Lab Procedures</td>
<td>MAS 250 Externship</td>
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<tr>
<td>4</td>
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</tbody>
</table>

Total Credits: 60-63

1 A minimum grade of C+ or better is required for all MAS courses.
2 Lab Science Electives: See Elective Courses by Abbreviation (http://catalog.mwcc.edu/associateddegreesandcertificatelistandotheroptions/#electivecoursesbyabbreviationtext).
3 Humanities Electives: See Elective Courses by Abbreviation (http://catalog.mwcc.edu/associateddegreesandcertificatelistandotheroptions/#electivecoursesbyabbreviationtext).
4 General Electives: See General Elective (http://catalog.mwcc.edu/associateddegreesandcertificatelistandotheroptions/#electivecoursesbyabbreviationtext) exclusions.
Professional Electives

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ASL 101</td>
<td>Basic American Sign Language I</td>
<td>3</td>
</tr>
<tr>
<td>HEA 101</td>
<td>Health And Disability In The Older Adult</td>
<td>3</td>
</tr>
<tr>
<td>HEA 103</td>
<td>Medical Interpretation</td>
<td>4</td>
</tr>
<tr>
<td>MAS 209</td>
<td>Medical Legal Concepts, Practices, And Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MGT 105</td>
<td>Leadership And Management For The Health Care Professional</td>
<td>3</td>
</tr>
<tr>
<td>SPA 103</td>
<td>Spanish For Health Care Professionals</td>
<td>3</td>
</tr>
</tbody>
</table>

Helpful hints

Some courses are offered only in the semester they are shown in the guide; students must register for these courses when they are offered.

Technology is integrated into all aspects of attending college in the 21st century. Students are expected to have proficient computer skills and the ability to access the internet via desktop/laptop computer or tablet. Internet access may be from home or through a public site, such as a local public library, public college or at any Mount Wachusett Community College campuses.

Transfer options

For transfer options, please click here. (http://catalog.mwcc.edu/academicresources/#transferinformationtext)

Special requirements

Technical standards must be met with or without accommodations. Students must pass all MAS courses with a C+ or better to remain in good standing in the MAS program.

Students seeking to participate in the medical assisting program may be subject to meeting additional technical standards and requirements which may include immunizations, CPR certification, health insurance, liability insurance, a Criminal/Sexual Offender Records Information (CORI/SORI) check, fingerprinting, and drug testing. Some of these may be done at the student’s expense.

Certification

Graduates of the accredited Medical Assisting Certificate Program (MASC) are eligible to become certified by taking and passing the national Certified Medical Assistant (CMA) Exam through the AAMA. (Only students who graduate from an accredited program are allowed to sit for this exam.) This opportunity is available following the successful completion of the certificate program during the first year of the degree program.

Career options/Earning potential

Please click here for career options. (https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=medical+assisting&SearchType=occupation)
## MEDICAL ASSISTING CERTIFICATE (MASC)

Medical assistants perform a combination of clinical and administrative duties. Clinical duties include assisting doctors with examinations, drawing blood, placing patients in rooms, administering immunizations, removing sutures, assessing vital signs, and applying wound care. Administrative duties include scheduling appointments, answering phones, billing insurance companies, making referrals, and phoning in prescriptions. Because medical assistants work in an office environment, most work regular day-time hours with no weekends or holidays. Upon successful completion of the Medical Assisting Certificate, graduates will be eligible to sit for a certification exam as a medical assistant and seek employment as a certified medical assistant. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), on recommendation of the Medical Assisting Review Board: CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; telephone 727-210-2350. Courses completed as part of this certificate program can be applied to the Medical Assisting Degree program.

### Year 1

#### Fall

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<tr>
<td>Cycle 2</td>
<td>MAS 208</td>
<td>Principles Of Pharmacology</td>
<td>2</td>
</tr>
<tr>
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<td>Medical Terminology and the Body Systems</td>
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</tr>
<tr>
<td></td>
<td>MAS 207</td>
<td>Medical Assisting Clinical Procedures</td>
<td>4</td>
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#### Spring

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<td>MAS 206</td>
<td>Medical Assisting Lab Procedures</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>MAS 230</td>
<td>Finance Practice Management</td>
<td>4</td>
</tr>
<tr>
<td>Cycle 2</td>
<td>MAS 240</td>
<td>Medical Assisting Seminar</td>
<td>2</td>
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<tr>
<td></td>
<td>MAS 250</td>
<td>Externship</td>
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</tr>
</tbody>
</table>

**Total Credits:** 29

### Helpful hints

Some courses are offered only in the semester they are shown in the guide; students must register for these courses when they are offered. It is strongly suggested that students take ENG 101 College Writing I during the summer session.

Technology is integrated into all aspects of attending college in the 21st century. Students are expected to have proficient computer skills and the ability to access the internet via desktop/laptop computer or tablet. Internet access may be from home or through a public site, such as a local public library, public college or at any Mount Wachusett Community College campuses.

### Special requirements

Technical standards must be met with or without accommodations. Students must pass all MAS courses with a C+ or better to remain in good standing in the MAS program.

Students seeking to participate in the medical assisting program may be subject to meeting additional technical standards and requirements which may include immunizations, CPR certification, health insurance, liability insurance, a Criminal/Sexual Offender Records Information (CORI/SORI) check, fingerprinting, and drug testing. Some of these may be done at the student’s expense.

### Certification

Graduates of MWCC’s accredited program can become certified by taking and passing the national Certified Medical Assistant (CMA) Exam through the AAMA. (Only students who graduate from an accredited program are allowed to sit for this exam.)

### Career options/Earning potential

Please click here for career options. ([https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=medical +assisting&SearchType=occupation](https://mwcc.emsicareercoach.com/#action=loadSearchResults&Search=medical+assisting&SearchType=occupation))

### Gainful Employment Program Disclosure Information

For gainful employment information, please click here. ([http://mwcc.edu/gedt/masc](http://mwcc.edu/gedt/masc))
PROGRAM STUDENT LEARNING OUTCOMES FOR MAS (DAYS ONLY) AND MASC

Upon graduation from this program, students shall have demonstrated the ability to perform the following administrative, clinical, and transdisciplinary competencies:

- Clerical functions
- Bookkeeping procedures
- Special accounting entries
- Insurance claims
- Fundamental principles
- Specimen collections
- Diagnostic testing
- Patient care
- Communication
- Legal concepts
- Patient instruction
- Operational functions

TECHNICAL STANDARDS FOR MAS

For general information about technical standards and accommodation, see Technical Standards. (http://catalog.mwcc.edu/academicresources/academicandgradingpolicies/technicalstandards)

Students entering this program must be able to demonstrate the ability to:

- Comprehend textbook material at the 11th grade level.
- Communicate and assimilate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Be able to type 30 words per minute for three minutes with three or fewer errors using the "touch" method of typing.
- Distinguish shapes and colors under a microscope.
- Read typewritten text and patient data from a computer screen with or without corrective devices.
- Discriminate color in order to identify reagents and other materials such as laboratory media, stained preparations, and the physical properties of various body fluids.
- Possess the manual dexterity required in such tasks as performing phlebotomy; operating blood analyzers and laboratory information systems; handling small containers of potentially biohazardous specimens (one inch by one inch); using sample measuring devices such as pipettes; giving injections and being able to adequately focus and manipulate a microscope and, using the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
- Traverse the hospital and laboratory corridors, passageways, and doorways (minimum width, three feet).
- Stand independently without external support for extended periods of time.
- Communicate with patients and staff in the English language.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Possess hearing with or without corrective devices to be able to transcribe medical dictation from recorded media.
- Comprehend and respond to the spoken word of all age-specific groups.
- Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
- React quickly, both mentally and physically.
- Work as a member of a team.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Identify behaviors that would endanger a person’s safety and intervene quickly, with an appropriate solution, in a crisis situation.
- Exhibit social skills appropriate to professional interactions.
- Respond to distress sounds, visual distress cues, emergency alarms, and vital sign assessment equipment with or without corrective devices.
Courses

**MAS 102. Medical Terminology. 3 Credits.**
This course provides students with a clear understanding of medical vocabulary. A workbook-text format is used to develop word-building activities that guide students through exercises that teach and reinforce medical terminology. Numerous and varied activities challenge students to understand and remember the significant concepts of medical word building. The online Medical Language Lab and the DavisPlus Resource Center provide reinforcement of pronunciation, spelling, definition of medical words, and basic anatomy and physiology of the body systems. Prerequisites: ENG 098, FYE 101, RDG 098, or placement.

**MAS 105. Introduction to Medical Assisting. 2 Credits.**
This course provides a foundation of the administrative skills required to function as an entry-level medical assistant in an ambulatory care facility. Focus is placed on psychological, social, and developmental concepts applicable to caring for individuals and families in a variety of healthcare settings. Students will be introduced to administrative functions, telephone techniques, appointment scheduling, patient reception and processing, and legal concepts affecting patient care, drug regulations, and employment. Students will develop interpersonal communication and organizational skills to work professionally in a medical office. Emphasis is placed on high standards of ethics in relation to the patient and profession. Prerequisites: ENG 098, FYE 101, RDG 098.

**MAS 130. Medical Terminology and the Body Systems. 4 Credits.**
This course is designed to provide students with a clear understanding of medical vocabulary. It offers an introduction to medical terms through an analysis of their construction (prefix, suffix, root, and combining forms.) A workbook-text format is used to help understand the theory of word building. Numerous and varied interactive activities challenge the student to understand and reinforce medical terminology. The structure and function of each body system will be explored. The digestive system will also include instruction on dietary nutrients, needs, supplements, and meal planning. It will compare the structure and function of the human body across the life span. The online Medical Language Lab and the DavisPlus Resource Center provide reinforcement of pronunciation, spelling, definition of medical words, and basic anatomy and physiology of the body systems. AAMA competencies pertaining to the various body systems will include performing diagnostic testing such as urinalysis, blood glucose, and blood typing. Three hours lecture and two hours lab per week. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Fall.

**MAS 201. Medical Machine Transcription. 3 Credits.**
This is a beginning medical transcription course designed to provide students with a working knowledge of the transcription of medical reports. Medical reports will be transcribed from ten individual case studies, each of which concerns a specific system of the body. The case studies have been taken from hospital medical records. The medical reports included are history and physical examinations, radiology reports, operative reports, pathology reports, requests for consultation, discharge summaries, and death summaries. Prerequisites: EOA 106 or placement; MAS 130. Spring.

**MAS 206. Medical Assisting Lab Procedures. 4 Credits.**
Students are introduced to clinical laboratory aspects of medical assisting and learn to perform the following: use quality control principles during patient specimen collection and instrument and reagent preparation; prepare and maintain quality control records; perform and record results for basic hematologic, chemistry, serologic, and microbiologic tests; collect and label biological specimens including blood, urine, stool, sputum, throat, and vaginal; process, prepare, store, deliver and dispose of specimens along with collection equipment; and use universal precautions and laboratory safety protocols. Three hours lecture and two hours lab per week. Prerequisites: MAS 105, 130, 207, and 208 successfully completed with a grade of C+ or better. Spring.

**MAS 207. Medical Assisting Clinical Procedures. 4 Credits.**
Students will learn to perform clinical duties which include: apply aseptic technique with infection control; perform selected tests that aid with diagnosis and treatment; prepare and administer medications; take vital signs; recognize emergencies; prepare/maintain treatment areas; interview and take patient history; prepare patient for procedures; run electrocardiograms and record results; assist with exams and treatments; screen and follow-up test results; and maintain records. Three hours lecture and two hours lab per week. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Corequisites: MAS 105, 130. Fall.

**MAS 208. Principles Of Pharmacology. 2 Credits.**
This course examines current and commonly used practices, procedures, medications, and drug preparations. Emphasis is placed in three areas: medication calculations; drug book usage; and the effects of drugs on the body systems. Instruction on the system of measurements and conversions used to calculate medication dosages will be provided. The use of a drug book will be taught with emphasis on drug classifications, routes of administration, drug preparation, and patient education. Discussion on the effects of drugs on the body systems will include interactions and vitamins and supplements. Additional topics will include safety protocols, compliance with drug regulations, and quality control of prescription requests. Students will apply critical thinking regarding patient assessment and develop skills for effective patient communication, care, and education. Prerequisites: MAS 130 (or corequisite); MAT 092 or placement. Fall.
MAS 209. Medical Legal Concepts, Practices, And Ethics. 3 Credits.
This course prepares students to work in a medical office. All aspects of medical employment are explored from new laws relevant to the medical office to OSHA, DEA, CDC, and HIPAA regulations most important to medical office workers. Prerequisites: ENG 098, FYE 101, RDG 098 or placement. Spring.

MAS 211. Externship Experience for Medical Office Certificate. 2 Credits.
This externship experience will allow student to apply knowledge, perform administrative procedures and develop professional attitudes for interacting with other professionals and healthcare consumers. Placements include actual medical offices, clinics, and/or healthcare facilities. One seminar hour and 12.5 hours of field experience per week are required, totaling 75 hrs over the semester. Prerequisites: EOA 106, EOA 107 (or corequisite), MAS 105, MAS 130, MAS 201, MAS 230. Spring.

MAS 230. Finance & Practice Management. 4 Credits.
This course provides a foundation of the financial and additional administrative skills required in an ambulatory care facility. Students will gain knowledge and experience with both paper and electronic medical records. This course is designed to provide students with a clear understanding of scheduling and bookkeeping. The regulations of various medical insurances, including Medicare, Medicaid, and Workman’s Compensation will be presented. Students will learn and complete procedural and diagnostic coding and medical billing. There is a lab component to this course. The lab will consist of EHR exercises, medical coding case studies, and office simulations. Upon completion of this course, students will be able to function effectively within the administrative area of a medical facility. Prerequisite: MAS 105.

MAS 240. Medical Assisting Seminar. 2 Credits.
This course is designed to help students integrate knowledge from across the medical assisting curriculum in preparation for the Certified Medical Assistant (CMA) exam. Students will integrate and apply both administrative and clinical knowledge, theory and understanding from their previous course work in the medical assisting program. The HESI application from Elsevier will be used for initial testing, individualized remediation for each student will be provided, and an exit exam will be conducted. They will be tested on their administrative, clinical and general medical knowledge. Areas that will be tested include: office and financial management, diagnostic and treatment services, pharmacology, and laboratory services, medical terminology, anatomy, physiology and healthcare law and ethics. Study and test taking techniques will be reviewed and practice sessions for the exam will be available. Registration is restricted to students who are preparing to take the CMA exam. Prerequisites: MAS 130, MAS 206, MAS 207, MAS 208, and MAS 230 successfully completed with a grade of C+ or better. Spring.

MAS 250. Externship. 4 Credits.
This externship will provide supervised placement in a non-classroom setting at a health-care facility, medical office or other appropriate site. This experience will enable the student to synthesize and apply concepts and skills learned in the Medical Assisting program. This externship consists of a minimum of 160 hours of unpaid, supervised experience at an approved clinical site of Mount Wachusett Community College. The experience is to be divided as 40 administrative hours and 120 clinical hours. This will allow the student to be involved in the total environment of a health care facility. In addition, there will be an online component to this experience. Enrollment requires permission of the MA program director, CORI/SORI check, up-to-date health requirements, and provider/professional level CPR. An appointment with the program director is required both before and after the externship. Prerequisites: MAS 105, MAS 130, MAS 206, MAS 207, MAS 208, MAS 230 successfully completed with a grade of C+ or better. Corequisite: MAS 240. Spring.