Program Information Report

Medical Assisting (CTMA)
Certificate
Program Effective Term: **Fall 2015**

High Demand Occupation   High Skill Occupation

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires a master of complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The program goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Administrative duties may include: medical law and ethics, appointment and telephone practices, oral and written communication skills, reading and filing reports, responsibilities of office care and management, patient and insurance billing, financial records, and safety precautions.

Clinical duties vary by state, but may include: Universal Standards, preparing patients and assisting with exams, obtaining vital signs and medical histories, assisting in minor surgeries, performing routine laboratory procedures, EKGs and other diagnostic procedures, sterilization techniques, venipuncture, administration of medications, proper charting and documentation, first aid, and patient education.

Program Admission Requirements:
Washtenaw Community College uses a competitive admission process for high demand programs in health care. For detailed information regarding admission to this health care program, please visit our Welcome to Health Care home page at: http://www4.wccnet.edu/departments/health

Major/Area Requirements		(5 credits)
BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function*	4-5
HSC 101	Healthcare Terminology*	1

First Semester		(12 credits)
BOS 185	Medical Computer Skills and Electronic Health Records	3
CMC 114	Patient Care Skills	3
CMC 116	Introduction to Clinical Skills	3
CMC 226	Administrative Functions for Medical Assistants	3

Second Semester		(13 credits)
CMC 121	Pharmacology for Medical Assisting	3
CMC 228	Skill Assessment for Medical Assistants	2
CMC 230	Laboratory Procedures for Medical Assistants	2
MTH 167	Math Applications for Health Science	3
PHL 244	Ethical and Legal Issues in Health Care	3

Third Semester		(3 credits)
CMC 290	Practicum Seminar	1
CMC 299	Practicum for Medical Assistants	2

Minimum Credits Required for the Program: **33**

Notes:

See Applying for Admission to the Program, for course requirements.

Program Information Report

Medical Assisting (CTMA)
Certificate
Program Effective Term: Fall 2014

High Demand Occupation   High Skill Occupation

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires a master of complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. The program goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Administrative duties may include: medical law and ethics, appointment and telephone practices, oral and written communication skills, reading and filing reports, responsibilities of office care and management, patient and insurance billing, financial records, and safety precautions.

Clinical duties vary by state, but may include: Universal Standards, preparing patients and assisting with exams, obtaining vital signs and medical histories, assisting in minor surgeries, performing routine laboratory procedures, EKGs and other diagnostic procedures, sterilization techniques, venipuncture, administration of medications, proper charting and documentation, first aid, and patient education.

Applying for Admission to the Program:
A formal application to the program is required. Application packets may be downloaded from the WCC Web site: http://www4.wccnet.edu/departments/health/ . Completed and signed applications must be delivered to the Health Admissions Technician at the Student Connection, located on the second floor of the Student Center Building. An application to the Medical Assisting program will not be accepted until all admission requirements are met.

Requirements for application are:
-Academic Math Level of 3, MTH 160, MTH 167, MTH 169 or any math level 4 or higher course
-HSC 101 with a minimum grade of "C+" (2.3 on a 4.0 scale)
-BIO 109 Essentials of Human Anatomy and Physiology or BIO 111 with a minimum grade of "C+" (2.3 on a 4.0 scale)
-Minimum cumulative college GPA of 2.3. Only transcripts that provide an admission requirement course will be used in calculation of the cumulative GPA. If a transcript is submitted for an admission requirement course, the cumulative transcript GPA will be used in a weighted calculation of the cumulative GPA requirement.
-Criminal background check (review application for details)
-Demonstrate proficiency in the English language
-Declaration of residency status (note that Washtenaw County residents are given priority in program initiation).
Admission to the Medical Assisting program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Medical Assisting program admission packet. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Medical Assisting program.

Program Admission Requirements:
Student applications are reviewed on a regular basis. Upon submission of the completed application, the student will be placed on the Medical Assisting (CTMA) program waitlist. Students are encouraged to complete required general education courses and other non-CMC courses while on the waitlist until they are notified of their program start date. Students are required to complete the major area course requirements prior to entering the program. The program courses must be taken in semester sequence. No part-time option is available for this program.

Program Initiation:
Each year, approximately 24 students move from the waitlist into the formal program initiation. Students are taken from the waitlist in the order they were admitted, with priority given to Washtenaw County residents. Please review the "Admission and Waitlist Process for High Demand Programs" document that is posted on the following website:http://www4.wccnet.edu/studentservices/studentconnection/admissions/. This document explains WCC's waitlist process and priority level.

Post Admission Requirements
-Attend a mandatory Medical Assisting Orientation Session
-Submit a completed health history form (physical examination)
-Submit proof of a negative TB skin test
-Submit proof of a current Flu Vaccine
-Submit a current vaccination record (you may be asked to update vaccines)
-Submit proof of current health insurance (health insurance must remain active throughout the entire program)
-Submit a current certification in BLS/CPR with First Aid for the professional - Certification must be from the AHA (American Heart Association) or American Red Cross only. No other organizations will be accepted.

Students who fail to comply with the post admission requirements will not be permitted to register for classes and will forfeit their

seat in the program.

Continuing Eligibility Requirements:
-Program courses are sequential and complemented with appropriate support courses.
-All courses must be completed with a minimum grade of "C+".
-Students may be required to have drug testing as well as additional criminal background checks and/or fingerprinting prior to the start of a clinical sequence, or at any time during the program, as requested by specific clinical facilities. Failure to receive an acceptable drug test and/or criminal background/fingerprinting check at any time, will result in dismissal from the program.

Practicum
Students will experience on-the-job training within an unpaid, supervised practicum of at least 180 contact hours in an ambulatory healthcare setting performing cognitive, psychomotor and affective competencies. Students will work three days per week for 7.5 weeks. This must be completed prior to graduation. Students will be placed at a site that is not more than 50 miles, traveling one way from WCC.

First Semester		(12 credits)
BOS 185	Medical Computer Skills and Electronic Health Records	3
CMC 114	Patient Care Skills	3
CMC 116	Introduction to Clinical Skills	3
CMC 226	Administrative Functions for Medical Assistants	3

Second Semester		(13 credits)
CMC 121	Pharmacology for Medical Assisting	3
CMC 228	Capstone Experience	2
CMC 230	Laboratory Procedures	2
MTH 167	Math Applications for Health Science	3
PHL 244	Ethical and Legal Issues in Health Care	3

Third Semester		(3 credits)
CMC 290	Practicum Seminar	1
CMC 299	Practicum	2

Major/Area Requirements		(5 credits)
BIO 109 or	Essentials of Human Anatomy and Physiology	
BIO 111	Anatomy and Physiology - Normal Structure and Function*	4-5
HSC 101	Healthcare Terminology*	1

Minimum Credits Required for the Program: **33**

Notes:

See Applying for Admission to the Program, for course requirements.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: CTCMA   **Program Name: Medical Assisting**   **Effective Term: Fall 2014**

Division Code: Math, Science & Health   **Department: Allied Health**

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- ☐ Review
- ☒ Remove course(s): BOS 223, BOS224, HSC116, BOS175, HSC115
- ☒ Add course(s): CMC114, CMC226, CMC228
- ☒ Program title (title was Clinical Medical Assistant)
- ☒ Description (See Attached)
- ☐ Type of award
- ☒ Advisors Sherry Bishop, Sue Travis
- ☐ Articulation information

Show all changes on the <u>attached page from the catalog</u>.

- ☒ Program admission requirements. Math level 3 (to program admission requirements) Remove Math level 2.
- ☒ Continuing eligibility requirements Current CPRAED/First Aid for the professional rescuer card.
- ☐ Program outcomes
- ☐ Accreditation information
- ☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
- ☐ Other _____

Rationale for proposed changes or discontinuation:

1. **Change program name** from Clinical Medical Assisting **to** Medical Assisting. The program name should represent the industry standard, program curriculum, and the profession, which is Medical Assisting.
2. **Remove** HSC 116 Phlebotomy for Health Care Professionals
3. **Remove** BOS 175 Medical Office Communication
4. **Remove** BOS 223 Medical Office Procedures
5. **Remove** BOS 224 Medical Office Insurance and Billing
6. **Remove** HSC 115 Clinical and Lab Procedures for Office Assistants
7. **Change** program description. Change is due to requirements of CAAHEP.
8. **The courses** are added and arranged in proper sequence to foster a logical progression of learning, and to satisfy the objectives and requirements of CAAHEP.
9. **Add** new course CMC 114 Patient Care Skills .
10. **Add** new course CMC 226 ~~Medical Practice Protocols.~~ *Administrative Functions for Med Asst.*
11. **Add** new course CMC 228 ~~Finance and Records Procedures~~ *CAPSTONE Experience*
12. **Add** MATH 167 Math Applications for Health Science
13. **Change** CMC 116 Introduction to Clinical Skills
14. **Change** CMC 230 Bench Test and Laboratory Procedures   ·r **to** <u>Laboratory Procedures</u> -
15. **Add** HSC 131 "B-"to program admission requirements. Current card must be from the AHA (American Heart Association) or AMA (American Medical Association) only. No other organizations will be accepted.
16. **Change** program admission requirement **from** Math Level 2 **to** Math Level 3.

**See attached for program description changes. See Attached
** We would like this to get to curriculum ASAP so the website can be updated for registering students.

Financial/staffing/equipment/space implications:
Computer lab needed for CMC 228

---

logged 1/8/14

~~logged 12/4/13~~ Returned 12/10/13

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Sherry L. Bishop	*Sherry L. Bishop*	11/13/2013
Department Chair	Connie Foster	*Connie Foster*	12/3/13
Division Dean/Administrator	Marty Showalter	*Marty Showalter*	12/3/13
Vice President for Instruction	Bill Abernathy	*[signature]*	2/17/14
President	Rose Bellanca		

Do not write in shaded area. Entered in: Banner_____ C&A Database _2/21/14_ Log File _2/21/14_ Board Approval _____

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code:
~~CTMOS~~ *CTCMA*

Program Name: *Clinical* Medical ~~Office~~ Assistant ~~(Clinical)~~

Effective Term: Fall 2013

Division Code: MSH   **Department: Allied Health**

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Review
☐ Remove course(s): _____
X Add course(s): HSC 116 – Phlebotomy _____
X Program title (title was Medical Office Assistant (clinical)
New Title: **Clinical Medical Assistant**
X Description
☐ Type of award
☐ Advisors
☐ Articulation information

X Program admission requirements
X Continuing eligibility requirements
☐ Program outcomes
X Accreditation information
☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
☐ Other _____

Show all changes on the <u>attached page from the catalog</u>.

Rationale for proposed changes or discontinuation:

This is a 2nd Tier program for admission and requires an application. There are program admission requirements for a Fall 2013 start and continuing eligibility requirements once in the program. The program will be seeking accreditation which will enable students to sit for the AAMA sponsored CMA exam. Program name change is to more closely align with certification title.

Financial/staffing/equipment/space implications:

List departments that have been consulted regarding their use of this program.

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	Susan Travis, MA LPC	*Susan Travis*	3-11-2013
Department Chair	Connie Foster, MA	*Connie Foster*	3-11-2013
Division Dean/Administrator	Martha Showalter, M.Ed.	*Martha Showalter*	3/11/2013
Vice President for Instruction	*William Abernethy*	*Abb-L*	3/29/13
President	*N/A*		

Do not write in shaded area. Entered in: Banner_____ C&A Database _3/29/13_ Log File _3/29/13_ Board Approval_____

Please submit completed form to the Office of Curriculum and Assessment and email an electronic copy to sjohn@wccnet.edu for posting on the website.

logged 3/6/13 SJV

Description

This program prepares the student for entry-level positions in doctors' offices, clinics, hospitals, pharmaceutical or insurance companies, or public health facilities where health information is prepared, analyzed, and retrieved. The student learns to perform receptionist duties, prepare charts and reports, schedule and bill patients, code and submit bills to insurance companies. The student will demonstrate performance in patient-care duties such as patient assessment and interviewing, perform duties such as taking vital signs, phlebotomy, supplies and instrument care, performing medical procedures, and assisting during examinations. A clinical experience is arranged by faculty and included in this program using clinical agencies in the area.

Admissions Requirements

Student applications are reviewed on a regular basis. Upon acceptance of the application, the student will be placed on the Clinical Medical Assistant (CT꘎AA) program waitlist. Students are encouraged to complete required general education courses and other non-CMC courses while on the waitlist until they are notified of their program start date. Minimally, students are required to complete semester one courses before proceeding into the formal Clinical Medical Assistant program, which begins with their second course semester.

Program Initiation:
Each year approximately 24 students move from the waitlist into the formal program initiation. Students are taken from the waitlist in numerical order in which they were admitted, with priority given to Washtenaw County residents. Please review the "Admission and Waitlist Process for High Demand Programs" document that is posted on the following website:http://www4.wccnet.edu/studentservices/studentconnection/admissions/. This document explains WCC's waitlist process and priority level.

Applying for Admission to the Program

A formal application to the program is required. Application packets may be downloaded from the WCC Web site: www4.wccnet.edu/departments/health. Completed and signed applications must be delivered to the Health Admissions Technician at the Student Connection, located on the second floor of the Student Center Building. An application to the Clinical Medical Assistant program will not be accepted until all admission requirements are met.

Requirements for application are:
-Academic Math Level of 2
-HSC 101 with a minimum grade of "B-" (2.7 on a 4.0 scale)
-BIO 109 – Essentials of Human Anatomy & Physiology or BIO 111 with a minimum grade of "B-" (2.7 on a 4.0 scale)
- Minimum cumulative college GPA of 2.7. Only transcripts that provide an admission requirement course will be used in calculation of the cumulative GPA. If a transcript is submitted for an admission requirement course, the cumulative transcript GPA will be used in a weighted calculation of the cumulative GPA requirement.
-Criminal background check (review application for details)
-Demonstrate proficiency in the English language
-Declaration of residency status (note that Washtenaw County residents are given priority in program initiation).

Admission to the Clinical Medical Assistant program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Clinical Medical Assistant program admission packet. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Clinical Medical Assistant program.

Clinical Medical Assistant (CTCMA)
Certificate
Program Effective Term: Fall 2013

This program prepares the student for entry-level positions in doctors' offices, clinics, hospitals, pharmaceutical or insurance companies, or public health facilities where health information is prepared, analyzed, and retrieved. The student learns to perform receptionist duties, prepare charts and reports, schedule and bill patients, code and submit bills to insurance companies. The student will demonstrate performance in patient-care duties such as patient assessment and interviewing, perform duties such as taking vital signs, phlebotomy, supplies and instrument care, performing medical procedures, and assisting during examinations. A clinical experience is arranged by faculty and included in this program using clinical agencies in the area.

In order for students to become a certified CMA they must successfully complete a CAAHEP/MAERB accredited program. Then sit for and pass the AAMA sponsored CMA exam. WCC has modeled our program on accreditation standards and values CAAHEP accreditation.

Applying for Admission to the Program:
A formal application to the program is required. Application packets may be downloaded from the WCC Web site: www4.wccnet.edu/departments/health. Completed and signed applications must be delivered to the Health Admissions Technician at the Student Connection, located on the second floor of the Student Center Building. An application to the Clinical Medical Assistant program will not be accepted until all admission requirements are met.

Requirements for application are:
-Academic Math Level of 2
-HSC 101 with a minimum grade of "B-" (2.7 on a 4.0 scale)
-BIO 109 Essentials of Human Anatomy and Physiology or BIO 111 with a minimum grade of "B-" (2.7 on a 4.0 scale)
- Minimum cumulative college GPA of 2.7. Only transcripts that provide an admission requirement course will be used in calculation of the cumulative GPA. If a transcript is submitted for an admission requirement course, the cumulative transcript GPA will be used in a weighted calculation of the cumulative GPA requirement.
-Criminal background check (review application for details)
-Demonstrate proficiency in the English language
-Declaration of residency status (note that Washtenaw County residents are given priority in program initiation).
Admission to the Clinical Medical Assistant program is contingent upon students declaring that they have specific physical and cognitive abilities. These requirements are detailed in the Clinical Medical Assistant program admission packet. WCC reserves the right to request that students successfully demonstrate the specific cognitive and physical abilities related to the Clinical Medical Assistant program.

Program Admission Requirements:
Student applications are reviewed on a regular basis. Upon acceptance of the application, the student will be placed on the Clinical Medical Assistant (CTCMA) program waitlist. Students are encouraged to complete required general education courses and other non-CMC courses while on the waitlist until they are notified of their program start date. Minimally, students are required to complete semester one courses before proceeding into the formal Clinical Medical Assistant program, which begins with their second course semester.

Program Initiation:
Each year approximately 24 students move from the waitlist into the formal program initiation. Students are taken from the waitlist in numerical order in which they were admitted, with priority given to Washtenaw County residents. Please review the "Admission and Waitlist Process for High Demand Programs" document that is posted on the following website:http://www4.wccnet.edu/studentservices/studentconnection/admissions/. This document explains WCC¿s waitlist process and priority level.

Continuing Eligibility Requirements:
-Program courses are sequential and complemented with appropriate support courses. All courses must be completed with a grade of "C" or better for support courses.
-Minimum "C+" or better for all CMC courses

-Students may be required to have additional criminal background checks and/or fingerprinting prior to the start of a clinical sequence as requested by specific clinical facilities. Failure to receive an acceptable criminal background/fingerprinting check at any time, will result in dismissal from the program.
-Completed health history form (physical examination)
-Negative TB skin test
-Current health insurance
-Current BLS/CPR certification

Program Information Report

First Semester		(11 credits)
BOS 175	Medical Office Communication	2
BOS 223	Medical Office Procedures	3
HSC 115	Clinical and Lab Procedures for Office Assistants	3
HSC 116	Phlebotomy for Healthcare Professionals	2
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1

Second Semester		(13 credits)
BOS 185	Medical Computer Skills and Electronic Health Records	3
BOS 224	Medical Office Insurance and Billing	4
CMC 116	Clinical Application Skills	2
CMC 121	Human Disease and Pharmacology	2
CMC 230	Bench Test and Laboratory Procedures	2

Third Semester		(4 credits)
CMC 290	Clinical Experience Seminar	1
CMC 299	Clinical Experience	3

Major/Area Requirements		(6 credits)
BIO 109 or	Essentials of Human Anatomy and Physiology*	
BIO 111	Anatomy and Physiology - Normal Structure and Function*	5
HSC 101	Healthcare Terminology*	1

Minimum Credits Required for the Program: 34

Notes:

*See Applying for Admission to the Program for course requirements.

Continuing Eligibility

-Program courses are sequential and complemented with appropriate support courses. All courses must be completed with a grade of "C" or better for support courses.
-Minimum "C+" or better for all CMC courses

-Students may be required to have additional criminal background checks and/or fingerprinting prior to the start of a clinical sequence as requested by specific clinical facilities. Failure to receive an acceptable criminal background/fingerprinting check at any time, will result in dismissal from the program.
-Completed health history form (physical examination)
-Negative TB skin test
-Current Health insurance
-Current BLS/CPR certification

Accreditation:

In order for students to become a certified CMA they must successfully complete a CAAHEP/MAERB accredited program. Then a candidate must sit for and pass the AAMA sponsored CMA exam. WCC has modeled our program on accreditation standards and values CAAHEP accreditation.

Contact Information

	Division
Math, Science & Health	Department
Allied Health Department	Advisors
Susan Travis	

Requirements

First Semester

Course	Title	Credits
BOS 175	Medical Office Communication	2
BOS 223	Medical Office Procedures	3
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
HSC 116	Phlebotomy for Healthcare Professionals	2
HSC 115	Clinical and Lab Procedures for Office Assistants	3

Second Semester

BOS 185	Medical Computer Skills and Electronic Health Records	3
BOS 224	Medical Office Insurance and Billing	4
CMC 116	Clinical Application Skills	2
CMC 121	Human Disease and Pharmacology	2
CMC 230	Bench Test and Laboratory Procedures	2
		13

Third Semester

CMC 290	Clinical Experience Seminar	1
CMC 299	Clinical Experience	3
		4

Major/Area Requirements

HSC 101 with a minimum grade of "B-" (2.7 on a 4.0 scale)
BIO 109 – Essentials of Human Anatomy & Physiology **or** BIO 111 with a minimum grade of "B-" (2.7 on a 4.0 scale)