

Medical Assistant **510899 MA** **Career Degree - Wallace Linkage**

Available: Phil Campbell and Shoals Campuses
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Projected as the fastest growing healthcare profession through the year 2014 by the U.S. Department of Labor and Statistics, the Medical Assistant Program offers a variety of options of study. The Medical Assistant curriculum prepares students to function as allied-health professionals who perform medical assisting procedures, laboratory procedures, and basic radiographic techniques, usually in a physician's office or outpatient clinic. Administrative duties include scheduling and receiving patients, preparing and maintaining medical records, performing secretarial skills and medical transcription, handling telephone calls and writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances. Clinical duties include preparing the patient for examination, taking patient histories and vital signs, performing first-aid and CPR, assisting the physician with examinations and treatments, performing routine laboratory procedures and diagnostic tests, preparing and administering medications as directed by the physician, and performing electrocardiograms and basic radiography.

The Medical Assistant Program offers four alternatives for a student's completion of classes: (Note: Actual program completion time may vary).

1. Four Semester, Non-integrated program: A student who has completed all general education courses may complete the MAT program courses in 4 semesters by taking 3 semesters of full-time study. The last semester the student will perform the clinical rotation.
2. Two-year integrated program: A student may schedule general education classes while taking the medical assistant courses. This alternative requires a minimum of 5 or 6 semesters to complete.
3. Online-Hybrid program: A student may schedule MAT online program in accordance with either the one-year or two-year completion option. MAT lab hours must be completed on campus. The clinical practicum/preceptorship must be completed on dayshift at an approved health care outpatient physician's office or clinic, not online.
4. Part-time program: The student may choose to complete the program by attending part time. Progression will depend upon the number of classes taken each semester.

Students should indicate on the program application, the option that they would like to choose to complete their degree.

Graduates will be able to sit for the national certification examination for the Medical Assistant administered by the American Association of Medical Assistants Certification Board. See program webpage for accreditation information.

General Required Courses to be Completed at Northwest-Shoals Community College.

Entering students are required to complete ORI 101. Transfer students are exempt from this requirement.

Semester Hours

BIO 103 Principles of Biology I	4
ENG 101 English Composition	3
MTH 116 Mathematical Applications	3
PSY 200 General Psychology	3
SPH 107 Fundamentals of Public Speaking	3
Computer Science Elective	3
Humanities or Fine Arts Elective	3
Total Semester Hours	22

Students must complete specialized courses at Wallace State to receive this degree. Wallace State enrolls students in this program competitively and only in certain terms. See your advisor.

WSCC Program Director: Tracie Fuqua (256) 352-8321

Health programs at Wallace State have program admission requirements unique to the individual program. Information on program admission requirements can be obtained through the WSCC catalog, WSCC website (www.wallacestate.edu), or Wanda Rhodes, Health Linkage advisor located at NW-SCC. Admission requirements may include, but are not limited to: CPR certification, ACT scores, Compass testing, and observation hours.

After program admission, all WSCC Health Science Division students are required to submit a physical exam, consent to drug testing, and criminal background checks to meet clinical agency requirements.