



What does a medical assistant do?

Medical assistants work in healthcare facilities performing routine clinical skills and administrative tasks. Administrative duties may include, but are not limited to, greeting patients, answering phones, updating and filing patients' medical records, completing insurance forms, and handling billing. Clinical duties may include, but are not limited to, recording vital signs, preparing patients for examinations, assisting the physician during procedures, giving vaccinations, and performing basic laboratory tests.

What type of skills are needed to excel in this field?

Medical assistants need to possess an excellent attention to detail, be well-organized, punctual, mature and professional, and work well with others.

What is the employment outlook for a medical assistant?

Healthcare is a fast-growing industry. Employment of medical assistants is expected to grow 29 percent from 2016 to 2026. As the health care industry expands because of technological advances in medicine as well as the growth and aging of the population, there will be an increased need for all health care workers. Increasing use of medical assistants

in the rapidly growing health care industry will further stimulate job growth. (source: www.bls.gov/ooh).

What is the estimated salary for a medical assistant?

Earnings for medical assistants vary depending on experience, education, and skill level. According to the U.S. Bureau of Labor Statistics, the median wage for medical assistants in 2016 was \$31,540.

Are there any disqualifying crimes that prevent individuals from working in the field?

Yes, individuals who commit felonies such as murder, assault and battery, sexual assault, prescription drug fraud, drug possession with an intent to distribute, etc., are ineligible for employment as a medical assistant.

Is the Medical Assisting Program (MAP) accredited?

HCC is accredited by the Middle States Association of Colleges and Schools and is a member of the American Association of Community Colleges. This accreditation enables the medical assistant student to sit for a medical assisting national certification exam.

Upon completing the program, am I able to take a national certification exam?

Students who successfully complete the program are eligible to sit for the American Medical Technologist (AMT) national certification exam in medical assisting. AMT is a well-respected national certification and professional membership association. The medical assistant is considered a Registered Medical Assistant (RMA) or RMA certified, upon passing the AMT certification exam.

Is state licensing required in Maryland or Pennsylvania for Medical Assistants?

Currently, there are no licensing requirements. However, employers do prefer to hire certified applicants who have passed a national examination, indicating the medical assistant meets certain standards of competence.

Does HCC assist with job placement?

HCC has a workplace learning advisor to assist you to improve your job search skills. Externship placement and experience may lead to

a job opportunity. The workplace learning advisor can be reached at 240-500-2606.

What is a clinical externship?

The student is assigned to an actual health-care workplace to demonstrate the skills and knowledge learned during the program. The medical assistant student will complete a total of 160 uncompensated hours in a medical office during the MAP-217 externship course; in addition, the student will complete 120 uncompensated hours in a medical laboratory during the PLB-106 externship course. Externship hours are scheduled during the day, Monday through Friday. All prerequisite courses and preregistration requirements must be completed prior to the start of the externship.

Am I allowed to choose a location for my externship site?

Student placement at externship sites is determined by the Division of Health Sciences. Externship sites are located throughout the tri-state area (Maryland, West Virginia, and Pennsylvania) and are not limited to Washington County, Maryland.

When should I prepare for my externship?

Preparation for your externship begins with your first medical assisting classes. Your instructors and HCC's workplace learning advisor will share information with you about your externship, including prerequisite requirements and a mandatory orientation meeting that will provide you with specific externship information.

What are the externship requirements?

You will be required to submit health records, a urine drug screen, state and federal background checks, current healthcare provider certification, and other essential health information. The workplace learning advisor will work with you to meet externship requirements.

What is the difference between the certificate program and degree program in medical assisting?

The degree requirement is 60 credits and the certificate requirement is 36 credits. Both programs require the same amount of externship time. Having an associate's degree has

advantages in the workplace. Employers may require a degree for advancement opportunities. The choice depends on your long-term career goals. A medical assistant with a degree may earn more. However, there is minimal data available on the salary difference between the two options. If undecided on which program, obtain the certificate first, find employment, and continue taking the general education requirements to reach your degree goal.

How long does it take to complete the program?

Completion time depends on whether the student attends full-time or part-time. Most students are part-time because they attend HCC while still being employed. Because of this, completion time is specific to each student enrolled. However, if the student attends full-time, the degree program can be completed in two years. The student seeking the certificate can be completed in four semesters. The above time frames are based on the student meeting the prerequisite standards of MAT 098 and ENG 100 prior to starting the program.

Why should I choose HCC's Medical Assisting Program?

- Lower tuition fees compared to other area programs
- HCC's Middle States accreditation allows students to transfer their credits to another educational institution
- Networking advantages—program faculty members are employed from a variety of medical practices and healthcare sites in the area
- An externship coordinator is available to assist students in their clinical externship experience
- Required courses are needed in other allied health programs, enabling the student to work toward multiple certificates at one time

For more information about HCC graduation rates, the median debt of students who completed the program, and other important information, visit www.hagerstowncc.edu/medical-assistant.

Technical Standards

There are technical standards and skill requirements which students are expected to possess and demonstrate in order to be successful in this program. More information on these standards can be found online at www.hagerstowncc.edu/health-sciences.

A.A.S. Degree Medical Assistant

Medical assistant degree students must maintain a grade of "C" or better in all required courses. Prior to externships, students must provide appropriate health examination record(s) and all required tests and immunizations, along with a urine drug screen and criminal background checks. Prior criminal records may prohibit you from program externship and employment opportunities.

Students must also have a current American Heart Association Healthcare Provider CPR certification. Students who successfully complete the program are eligible to sit for the American Medical Technologists Registered Medical Assistant, or the Registered Phlebotomy Technician national certification exams in medical assisting.*

General Education Requirements 22 credits Arts/Humanities

Select one course from the approved General Education course list 3

Behavioral/Social Sciences

PSY 101 General Psychology 3

Biological/Physical Science

BIO 116 Human Anatomy and Physiology for Allied Health 3

Diversity

Select one course from approved General Education course list..... 3

English

ENG 101 English Composition 3

*minimum grade of "C" or better is required

ENG 102 Composition and Literature 3

OR

SPD 108 Introduction to Human Communication (3)

Mathematics

MAT 114 Introduction to Applied Algebra..... 3

OR

MAT 101 College Algebra (3)

OR

MAT 109 Introduction to Statistics..... (3)

Program Requirements 36 credits

MAP 102 Medical Terminology..... 3

MAP 105 Medical Office Management 4

MAP 108 Medical Records Analysis and Coding 3

MAP 110 Introduction to Health Science Professions and Technology..... 3

MAP 205 Diagnostic Laboratory Procedures for the Medical Assistant 3

MAP 210 Clinical Medical Assistant..... 4

MAP 217 Medical Assistant Externship 4

MGT 103 Principles of Management..... 3

PLB 105 Phlebotomy 3

PLB 106 Phlebotomy Clinical Externship..... 3

SOC 101 Introduction to Sociology 3

Free Electives 2 credits

Select two credits of free electives. Elective should be selected in consultation with an advisor.

Degree Requirement.....60

* In order to sit for the American Medical Technologists National Certification Exam in Medical Assisting, graduates must have proof of high school diploma or G.E.D.®

Certificate

Medical Assistant

This certificate program is designed for the student interested in an entry-level position as a medical assistant in a medical office. The program provides lecture as well as competency based training in both administrative and clinical procedures. There is also a non-compensated externship experience in which students work in an actual medical office setting. Externship sites may have their own requirements that students must meet prior to their externship experience.

Students who successfully complete the program are eligible to sit for the American Medical Technologists Registered Medical Assistant, or the Registered Phlebotomy Technician national certification exams in medical assisting.*

Program Requirements 34 credits

BIO 116 Human Anatomy and Physiology for Allied Health 3

MAP 102 Medical Terminology..... 3

MAP 105 Medical Office Management..... 4

MAP 108 Medical Records Analysis and Coding 3

MAP 110 Introduction to Health Science Professions and Technology..... 3

MAP 205 Diagnostic Laboratory Procedures for the Medical Assistant 3

MAP 210 Clinical Medical Assistant..... 4

MAP 217 Medical Assistant Externship 4

PLB 105 Phlebotomy 3

PLB 106 Phlebotomy Clinical Externship..... 3

Certificate Requirement34

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Recommended Professional Organizations
American Medical Technologists:
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