

Medical Assistant

Degree Type

Certificate of Completion

The medical assistant program is a four-quarter, limited- enrollment program that prepares students to support healthcare professionals in a variety of healthcare settings. The medical assistant performs duties in both direct patient care (assisting with patient examinations and treatments, administering medication and monitoring patient response) and administrative procedures (maintaining medical records, reception, scheduling appointments and handling insurance and billing procedures). Upon successfully completing the medical assistant program, students will be awarded a certificate of completion and be eligible to apply for the national AAMA certification examination. Information is available at www.aama-ntl.org/.

The WVC Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org, 25400 U.S. Highway 10 North, Suite 158, Clearwater, FL 33763, Phone: 727-210- 2350) upon the recommendation of the Medical Assisting Curriculum Review Board of the American Association of Medical Assistants Endowment (www.maerb.org).

For more information about graduation rates, the median debt of students who completed the program and other important information, visit www.wvc.edu/ma.

Suggested Course Sequence: Certificate Program

Offered at Wenatchee campus and Omak campus

Total Credits	60
Course Sequencing	

First Year - Fall Quarter

Course ID	Title	Credits
MA 110	Medical Office I	5.0
MA 113	Universal Precautions and Bloodborne Pathogens	1.0
MA 115	Clinical Procedures	7.0
MA 118	Medical Law and Ethics	2.0

First Year - Winter Quarter

Course ID	Title	Credits
MA 120	Medical Office II	5.0
MA 125	Clinical Procedures II	7.0
MA 111	Body Structure & Function	5.0

First Year - Spring Quarter

Course ID	Title	Credits
MA 116	Office Communications	3.0
MA 112	Pharmacology	5.0
MA 135	Clinical Procedures III	7.0
BCT 116	Professional Work Relations	3.0

First Year - Summer Quarter

Course ID	Title	Credits
MA 260	Practicum/Externship for Health Care Assistant	8.0
MA 265	Practicum Seminar	2.0

Entry requirements include:

- A completed WVC Application for Admission.
- A completed supplemental application for admission to the WVC Medical Assistant Program.
- Sealed, official high school transcript or GED transcript.
- Sealed, official college transcripts from all colleges where the student has earned credit (excluding WVC).
- A cumulative college grade point average of 2.5 or higher.
- Verification of current healthcare provider CPR training (copy of HCP card) and verification of current first aid training (copy of card). CPR cards must be renewed every two years.
- All prerequisites completed by the end of spring quarter with a "C" (2.0) or higher (see the website for requirements, wvc.edu/MA). See course descriptions for prerequisites:
 - One of the following: ENGL 97 Composition: Paragraph or higher, or one year of high school English
 - One of the following: MATH 92 Intro to Technical Mathematics or higher, one year of high school algebra, or placement into MATH 93 or higher
 - One of the following: BCT 100 Basic Computer Keyboarding, BCT 105 Computer Applications, documentation of computer literacy in MS Office or ENGL& 101 Composition: General
 - One of the following: PSYC& 100 General Psychology or PSYC& 200 Lifespan Psychology
 - HLTH 123 Medical Terminology.

Clinical courses require attendance during evenings and on Saturdays. The fourth-quarter externship/practicum is an unpaid, supervised, on-the-job work experience of 160 hours, which will require daytime hours. Students must furnish their own transportation. Students must pass all classes with a "C" (2.0) or better.

"C-" (1.7) is not accepted in any healthcare course. Attendance is required for the medical assistant program. Each class has an attendance policy. Cheating/academic dishonesty in any way is cause for dismissal from the medical assistant program.

Note: Conviction of certain crimes may prevent completion of the clinical course requirements of the program and may prevent future licensure and employment in the healthcare field. A criminal record check is required prior to any clinical training experience or clinical field trips. Students who have a criminal record should meet with the dean of allied health to determine if the criminal history would prevent access to a healthcare facility.

Immediately following acceptance to an allied health program students must fulfill the following requirements:

- Pay a non-refundable acceptance fee by the designated deadline.
- Provide a copy of seven contact-hour course – Washington State HIV/AIDS Certificate. An online class is offered through www.nursingceu.com.
- Provide documentation of immunizations to the student immunization tracker (for a complete list go to www.wvc.edu/alliedhealth).
- Provide verification of major medical insurance (accident/injury) for participation in clinical learning experiences. Students should expect to pay an additional fee for this mandatory student insurance, unless they are currently covered by an insurance carrier and can provide proof of insurance. Students have the option to purchase the Washington State Community College insurance. Obtain a brochure at the cashier's station or at 4studenthealth.relationinsurance.com.
- Provide background check information to provide clearance for participation in required clinical learning experiences. National background checks must go back at least six years and be submitted within 45 days of acceptance into the program. Students will be required to purchase a background check through Complio.
- Provide results of a ten-panel drug test, not older than 45 days, from Complio.

- Complete the allied health packet, which includes: student disclosure form, a child and adult abuse information act disclosure statement, medical record form, student release form and student confidentiality form.
- Liability insurance is calculated into tuition and fees annually at the time of registration.
- Physical requirements include: ability to lift 50 pounds, carry 20 pounds, sit for four hours and stand for eight to twelve hours.

Note: Required documents are to be submitted to the student immunization tracker.

Program outcomes

The medical assistant program prepares students to support healthcare professionals in a variety of healthcare settings. The medical assistant performs duties in both direct patient care and administrative procedures. Graduates of the WVC Medical Assistant program will:

- Demonstrate caring and respectful communication as a medical assistant.
- Demonstrate competence in administrative duties as a medical assistant.
- Demonstrate competence in clinical duties as a medical assistant.
- Practice medical assisting collaboratively.
- Obtain employment in a variety of healthcare settings.
- Incorporate critical thinking in practice as a medical assistant.
- Demonstrate standard safety and emergency practices and procedures as a medical assistant.
- Display professionalism in their appearance, job performance, and ability to work as team members.
- Provide patient education and current community resource information.
- Practice medical assisting according to AAMA Code of Ethics.