



Medical Assistants are valuable in any team of caregivers, and with the national shortage of healthcare workers, opportunity for employment is ample.

As a medical assistant, the student will help care for patients by providing routine treatment and performing laboratory or office duties. Typical duties include scheduling and receiving patients, taking temperature, blood pressure, height and weight measurements, assisting in examinations, and keeping medical records. He or she will have a background in computerized databases as well as in customer service. Under a doctor's direction as a medical assistant, you may give injections, assist in collecting samples for analysis, perform standard laboratory tests, order and maintain supplies, and assist in minor surgery and wound care.

After graduation, the student will have many choices for future employment, including private physicians' offices, clinics, emergency-care facilities, hospitals, and other healthcare organizations.

The student will take the certification examination after graduation and will be certified upon passing the exam.

Students are admitted every semester in the Health Care Assistant or Health Care Science program in order to complete prerequisite core courses. Those who have completed prerequisite coursework compete for admission into the program during summer semester. Students are accepted during fall semester.

The Commission on Accreditation of Allied Health Education Programs accredits the Columbus Technical College's Medical Assisting Program upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 35 East Wacker Drive, Chicago, IL 60606. 312-553-9355.

## **Mission and Core Values**

### **AAMA Mission**

The mission of the American Association of Medical Assistants is to provide the medical assistant professional with education, certification, credential acknowledgement, networking opportunities, scope-of-practice protection, and advocacy for quality patient-centered care.

## **CMA (AAMA) Core Values**

Actively participate in the delivery of quality health care.

Promote patient safety and well-being.

Contribute to a positive health care experience for patients.

Demonstrate integrity and respect, and protect patient confidentiality.

Advocate the essential value of certification and continuing education.

Embrace change, growth, and learning.

## **Program Admission Requirements for Medical Assisting**

### **(Competitive Admission)**

1. Must have presented official documentation of an earned high school diploma or official GED scores to the Admissions office.
2. Be at least 17 years old.
3. No provisional and/or special admission students considered for the program.
4. Must have a minimum Reading and Writing COMPASS scores and these scores cannot be more than five (5) years old in the semester you compete (SUMMER).

Reading: 70

English: 38

Pre-Algebra: 37

5. Complete prerequisite courses for your intended program as listed on the web site by the end of Summer semester. **NOTE: ANATOMY AND PHYSIOLOGY (ALHS 1011) CANNOT BE MORE THAN 2 YEARS OLD.**

6. Must have a minimum overall GPA of 2.0 at the end of Spring Semester.

7. Submit packet to the Hartline Building customer service desk, containing the following:

- letter of intent (link to form)

- Personal Data Form (link to form)

- Documentation that he/she can type at least 25 words per minute. Assessments are conducted in the CARE center, room P-600. If current student has taken BUSN 1440 with passing grade, no typing assessment is needed.

**DUE DATE FOR PACKETS FOR ADMISSION INTO THE PROGRAM ARE DUE BY JULY 1<sup>ST</sup> EACH YEAR**

Entrance into any healthcare program is contingent upon completion of Background Check/Drug Screen which must be completed after being conditionally accepted into the program.