



## Medical Assistant Technician Diploma program

### **PROGRAM DESCRIPTION:**

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster. In this program the student will learn how to assist physicians and nurses in the clinic and office settings, they will learn back office skills with some additional front office skills. The student will be instructed to take Vital Signs, perform EKG, Phlebotomy, Urinalysis, Medication Administration, and facilitate physician/patient rapport. The student will also be introduced to Administrative Skills such as Medical Coding (includes ICD-10 & CPT-4 and Electronic Patient Record Keeping) and will become knowledgeable in medical ethics. The program prepares the student to take national certification exam. Upon completion of the program the student will receive a Diploma with 38.5 credit hours.

### **PROGRAM OBJECTIVES:**

1. Identify and describe body organization, structures, functions, and diseases.
2. Perform administrative and clinical skills required for the medical assistant.
3. Apply medical terminology when communicating professionally in a health care setting with patients, physicians, and all members of the health care team.
4. Calculate basic mathematical problems relate to healthcare.
5. Apply computer literacy skills to organize and analyze information.
6. Develop and formulate action plans for emergencies that affect the community.
7. Use an ethical and professional behavior in the workplace.
8. Comply with state, federal, and local regulations and laws that apply to health care.
9. Communicate effectively in oral and writing with diverse populations.

**This program is offered exclusively in English or in Spanish.**

### **PROGRAM ADMISSIONS REQUIREMENTS**

Students must present the following minimum qualifications:

- A copy of high school completion (High School Diploma) or its equivalent (General Education Diploma). If high school was completed in a country other than the United States, a translation and evaluation for US equivalency by a member of NACES must also be provided with the copy of high school completion.
- Language Proficiency (as applicable)

- Pearson Test for English Proficiency (Versant): for students enrolling in the **English** version of the program whose primary language is not English or who did not complete high school at an English-speaking institution. The test score must be at least 44.
- Pearson Test for Spanish Proficiency (Versant): for students enrolling in the **Spanish** version of the program whose primary language is not Spanish or who did not complete high school at a Spanish-speaking institution. The test score must be at least 44.

**Students wishing to change the language of study for a program (program option) must demonstrate proficiency in that language and sign a new enrollment agreement.**

### **Program Delivery**

Students enrolled in the Medical Assistant Technician Diploma Program will complete at least 51% and up to 99% of the coursework online. At least 1% of the course will be offered on campus.

## **DISTANCE LEARNING EDUCATION INFORMATION**

### **Technological requirements for Distance Education Students:**

Students must have ready access to all standards outlined. Additionally, some courses require the ability to download and install software. It is recommended that students need to have basic technological proficiency. Assignments may include, but are not limited to, word processing, document creation, digital slide presentations, and recording video presentation. Students that don't have the basic technological proficiency can benefit from the university's optional offered trainings in the mentioned areas.

#### **Devices**

- A Desktop or laptop device is necessary to complete the coursework.
- Desktop or laptop device must have Windows 8/10 or MacOS 10.10 or above and the capability of producing sound via speakers or headphones.
- Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop.

#### **Connectivity**

- High-speed Internet connection: Cable, DSL, etc.
- Internet Web Browser (Firefox, Internet Edge, Safari, or Google Chrome).
- Personal or university e-mail account.

#### **Recommended creation/processing software**

- Word Processor (MS Word, Google Docs, etc.).
- PDF Reader (Adobe Acrobat Reader or Apple Preview).
- Additional software may be required for certain courses.

### **Students privacy:**



Student privacy is very important to the university. Students the university FERPA statement located university website under the consumer disclosures tab in the financial aid section. Students may also review the student records section of the university catalog pages 79-80 for more information on privacy.

### **Verification of Identity Protection:**

During the admissions process students will be asked to provide a copy of their state or government issue ID. After students begin their program they will be required to upload a face picture to their Vargas Portal profile. Student identities will be verified and their privacy protected through the use of a student a unique username and password during the Admissions process. The Admissions and Financial Aid Offices will verify incoming student documentation. Student privacy will be protected through the https secure connection of the Vargas Portal. Students will login online and agree through a student agreement that they are the sole users of the course materials. Students will be ask to submit their assignments on the Vargas Portal.

### **Additional Distance Education Fees:**

There are no platform access fees, online library access fees, fees associated with identity verification and the course textbooks maybe purchased by the students on amazon.com and other online retail stores. If students desire the university to purchase the course textbooks for the student, the university will charge the cost of the book plus \$30 to the student account. Through the Vargas Portal students will be able to pay the charges, if they desire the university to buy the books for them.

### ***PROGRAM LENGTH***

The Medical Assistant Technician Diploma program is designed to be completed in 45 weeks (three semesters). Completion of the program requires 38.5 credit hours.

### ***PROGRAM COSTS***

Undergraduate Admissions Application fee (non-refundable): \$50

Tuition: \$12,450

Undergraduate Technology and Facilities Fee: \$1,410

Estimated cost for books for the entire: \$2000

Total program cost: \$15,850

\*All tuition and fees are subject to change.

### ***GRADUATION REQUIREMENTS (Include semesters and courses)***

**SEMESTER I** (requirement of 19 credits)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	CORE/REQUIRED	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
SLS 1601	ORIENTATION & STUDY AND RESEARCH TECHNIQUES	ONLINE	Core/Required	3.00	3	0
HSC 0003	BASIC HEALTHCARE WORKER	ONLINE	Core/Required	5.00	5	0
BSC 1085	GENERAL ANATOMY AND PHISIOLOGY	ONLINE	Core/Required	3.00	3	0
MEA 0506	ADMINISTRATIVE OFFICE PROCEDURES	ONLINE	Core/Required	4.00	4	0
MEA 0573	LABORATORY PROCEDURES	HYBRID	Core/Required	4.00	3.5	0.5

### SEMESTER II (requirement of 12 credits)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	CORE/REQUIRED	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
MEA 0948	PHARMACOLOGY	ONLINE	Core/Required	4.00	4	0
MEA 0520	PHLEBOTOMY	HYBRID	Core/Required	3.00	2.5	0.5
MEA 0540	EKG AIDE	HYBRID	Core/Required	3.00	2.5	0.5
MEA 0501	MEDICAL OFFICE PROCEDURES	ONLINE	Core/Required	2.00	2	0

### SEMESTER III (requirement of 7.5 credits)

COURSE NUMBER	COURSE TITLE	DELIVERY MODE	CORE/REQUIRED	TOTAL COURSE CREDIT/CLOCK HOURS	ONLINE CREDIT HOURS	IN PERSON COMPONENT
MEA 0949	BASIC LIMITED X RAY MACHINE OPERATOR	ONLINE	Core/Required	3.00	3	0
MEA 0941	MEDICAL ASSISTANT CERTIFICATION REVIEW	ONLINE	Core/Required	1.00	1	0
MEA 0942	CLINICAL EXTERNSHIP	RESIDENTIAL	Core/Required	3.50	0	3.5
<b>TOTAL</b>				<b>38.5</b>	<b>33.5</b>	<b>5</b>
				<b>Total Distance Education</b>	<b>87%</b>	

- Successful completion of the university career services requirements.

**Program course listing**

SLS 1601 Orientation & Study and Research	<b>3 Credits</b>
HSC 0003 Basic Healthcare Worker	<b>5 Credits</b>
BSC 1085 General Anatomy and Physiology	<b>3 Credits</b>
MEA 0506 Administrative Office Procedures	<b>4 Credits</b>
MEA 0573 Laboratory Procedures	<b>4 Credits</b>
MEA 0948 Pharmacology	<b>4 Credits</b>
MEA 0520 Phlebotomy	<b>3 Credits</b>
MEA 0540 EKG Aide	<b>3 Credits</b>
MEA 0501 Medical Office Procedures	<b>2 Credits</b>
MEA 0949 Basic Limited X ray Machine Operator	<b>3 Credits</b>
MEA 0941 Medical Assistant Certification Review	<b>1 Credits</b>
MEA 0942 Clinical Externship	<b>3.5 Credits</b>
• Successful completion of the university career services requirements.	
<b>Total credit hours</b>	<b>38.5 Credit</b>