

East Central College

1964 Prairie Dell Road
Union, Missouri 63084
636-584-6500
www.eastcentral.edu

Admissions Office

ECC Campus
636-584-6563
admissions@eastcentral.edu

Division

Science and Engineering
(636) 584-6632

Fatemeh Nichols, Ph.D.
Division Chair, Professor

(636) 584-6626
Fatemeh.Nichols@eastcentral.edu

Program Director

Amber Dunn, LPN, RMA, AAS
636-584-6922
Amber.Dunn@eastcentral.edu

Accreditations

The ECC Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 N., Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org



East Central College is accredited by the Higher Learning Commission and a participant in the Academic Quality Improvement Program (AQIP)
30 N. LaSalle St., Suite 2400
Chicago, Illinois 60602-2504
1 (800) 621-7440

THE CAREER

Medical assistants directly influence the public's health and well-being. They are multi-skilled professionals specifically educated to work in ambulatory settings performing administrative and clinical duties.

Specific tasks include phone support, bookkeeping, coordinating appointments, personally interacting with patients, coding paper and electronic health files and completing insurance forms. Some medical assistants also take patient vital signs and help with injections, examinations and lab test preparations under a doctor's supervision. By completing these tasks, medical assistants enable physicians to focus more directly on patient care.

PROFESSIONAL TRAITS

Medical assistants should:

- ✓ Have strong oral and interpersonal communication skills
- ✓ Pay close attention to details
- ✓ Be proficient with office computer programs and related medical software
- ✓ Know how to carry out clinical assessment and treatment and utilize the equipment necessary to perform these tasks
- ✓ Have working knowledge of medical terminology, medical documentation and disease processes pertaining to each body system

EMPLOYMENT OPPORTUNITIES

By 2020, the number of medical assistant positions is expected to increase by 31 percent, according to the U.S. Bureau of Labor Statistics. In May 2013, the annual average pay for these professionals was \$29,610 or \$14.24 per hour.

Jobs for medical assistants in healthcare organizations include:

- Acute and long-term hospitals
- Physician offices, clinics and labs
- Offices of other medical practitioners such as chiropractors
- Occupational health facilities
- Urgent care and outpatient surgical facilities

THE PROGRAM

The ECC Medical Assistant Program is designed to train competent professionals to meet the needs of an ever-expanding allied health field.

It combines both formal education and practical experience to help participants master the complex body of knowledge and specialized skills necessary for a successful career. The program prepares competent, entry-level medical assistants in cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

ADMISSIONS REQUIREMENTS

Students must have completed:

- ✓ High school diploma or the equivalent (documentation sent to the registration office)
- ✓ Application for admission
- ✓ A placement test as specified by the college (some coursework requires minimum placement results)

PREREQUISITES

Students need to demonstrate proficiency in reading, English and mathematics based on the college assessment scores, or by taking the recommended/required classes. Students also should have basic keyboarding skills. Some of the courses may have additional prerequisites.

TRANSFER OPTIONS

The AAS degree is designed for students seeking employment immediately upon graduation. However, many of the credits, particularly the general education electives received with this degree, may qualify as transfer credit at four-year schools.

These decisions are made solely by the bachelor degree-granting institution, not East Central. Students seeking to transfer are advised to contact the institution of their choice before beginning a program or reviewing other degrees and coursework offered through ECC.

MEDICAL ASSISTANT

ASSOCIATE OF APPLIED SCIENCE

PROGRAM OF STUDY

AAS Program: 60.5 credit hours

This program of study is for a full-time student; part-time study is also available. Please contact an academic advisor for full course options. All academic schedules are subject to change. For the most current schedule, or to view our Certificate of Achievement program (CA), visit www.eastcentral.edu.

The ECC Medical Assistant Program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP - www.caahep.org) - upon the recommendation of Medical Assisting Education Review Board (MAERB).

YEAR 1

FALL SEMESTER

FS 1000	Campus Orientation or	1
FS 1001	Foundation Seminar ^{CA}	
EN 1223	English Comp I or	
EN 1233	Honors English Comp I ^{CA}	3
HS 1113	Medical Terminology ^{CA}	3
SC 1000	Laboratory Safety for Students ^{CA}	0
BI 1804	Introduction to Human Anatomy & Physiology Lecture/Lab ^{CA}	4
MT 1303	Intermediate Algebra	3
Total Hours		14

SPRING SEMESTER

MDA 1013	Administrative Procedures ^{CA}	3
MDA 1123	Office Interpersonal & Communication Skills ^{CA}	3
MDA 1124	Clinical Procedures ^{CA}	4
CS 1003	Microcomputer Applications or	
CS 1013	Survey of Computers	3
	Ethics and Social Responsibility Elective	3
Total Hours		16

SUMMER SEMESTER

EN 1403	Technical Writing	3
Total Hours		3

YEAR 2

FALL SEMESTER

MDA 2134	Medical Laboratory Procedures ^{CA}	4
MDA 1203	Medical Ethics for Healthcare Professionals ^{CA}	3
EM 1011	BLS/Healthcare Providers ^{CA}	0.5
HS 1003	Nutrition ^{CA}	3
PY 1103	General Psychology	3
Total Hours		13.5

SPRING SEMESTER

HIM 1231	Introduction to Pharmacology ^{CA}	1
HIM 1243	Basic Principles of Disease	3
MDA 2234	Medical Assistant Clinical Externship ^{CA}	4
MDA 2234	Program Capstone: MDA Exit Review ^{CA}	3
HI 1000/ PS 1000	Constitutions Study Module	0
	History or Political Science Requirement	3
Total Hours		14

Please Note: All MDA Program requirements must be met with a minimum grade of a "C" or better with the exception of: MDA 1124 and 2134 which must have a minimum grade of "B" or better, and MDA 2234 which must have a grade of "Pass."

^{CA} Course is part of the Certificate of Achievement