

Medical Assistant



What is a Medical Assistant?

Medical Assistants are multi-skilled practitioners who perform a wide range of roles in physicians' offices and other health care settings. They are proficient in a multitude of administrative, clerical and clinical tasks and are widely viewed by doctors as vital partners in the medical office.

The Medical Assistant program is a two-year course of study leading to an **Associate of Applied Science (AAS) degree**.



Upon completion, graduates will:

- ◆ Perform clerical functions;
- ◆ Perform bookkeeping functions;
- ◆ Process insurance claims;
- ◆ Perform fundamental clinical procedures such as handwashing, sterilization and universal precautions;
- ◆ Perform specimen collection;
- ◆ Perform routine diagnostic testing;
- ◆ Provide routine patient care as directed by a physician;
- ◆ Communicate professionally and effectively;
- ◆ Perform within legal and ethical boundaries;
- ◆ Provide patient instruction as needed;
- ◆ Perform routine office operational functions as needed; and
- ◆ Demonstrate professionalism in a health care setting.



Medical Assistant Program Requirements

First Year

Fall Semester

Course#	Title	Credits
AHMS 144	Medical Terminology	3
BIOH 104N	Basic Human Biology	3
BIOH 105L*	Basic Human Biology Laboratory	1
M 108*	Business Mathematics	4
WRIT 122C*	Introduction to Business Writing	3
First Semester Total		14

Spring Semester

Course#	Title	Credits
AHMA 201*	Medical Assisting Clinical Procedures I**	4
AHMA 202	Medical Assisting Clinical Procedures I Lab	1
AHMA 205*	Medical Assisting Clinical Approaches I	1
AHMS 175	Medical Law and Ethics	3
AHMS 210*	Basic Medical Coding	3
CHMY 160	Pharmacology	3
Second Semester Total		15

Summer Semester

Course#	Title	Credits
CAPP 154*	MS Word	3
COMX 115C	Introduction to Interpersonal Communication	3
ECP 104	Workplace Safety	1
PSYX 100A	Introduction to Psychology	4
Third Semester Total		11

Second Year

Fall Semester

Course#	Title	Credits
AHMA 203*	Medical Assisting Clinical Procedures II**	3
AHMA 204	Medical Assisting Clinical Procedures II Lab	1
AHMA 206*	Medical Assisting Clinical Approaches II	1
AHMA 220*	Phlebotomy	3
AHMS 220*	Medical Office Procedures	4
BIOL 170*	Disease Processes/Pharmacology	4
TASK 125*	Editing Skills for Information Processing	2
First Semester Total		18

Spring Semester

Course#	Title	Credits
AHMA 298*	Medical Assisting Externship**	4
AHMA 299*	Medical Assisting Portfolio Development	1
AHMS 252*	Computerized Medical Billing	2
Second Semester Total		7

Total Credits **65**

Strongly recommended courses:

Course#	Title	Credits
ACTG 101	Accounting Procedures I	4
AH 155	Essentials of Electronic Health Records	1
AH 230	Electronic Health Records	3
BIOM 250NL*	Microbiology for Health Sciences	4
CAPP 116*	Short Courses: MS Excel	1
CAPP 131	Basic MS Office	2
ECP 100	First Aid and CPR	2

*Indicates prerequisite and/or corequisite required. Check course description.

**AHMA 201*, AHMA 203* and AHMA 298* must have program director's signature for admission and must be taken consecutively; students must earn a "B" or higher in all three courses. AHMA 298* is an externship which involves 180 hours of unpaid work experience in various medical offices in the community. Externship responsibilities include working during spring break. Students are expected to have their own health insurance before starting the externship.

General Academic Requirements

- ◆ Students in the Medical Assistant program must earn a grade of C- or higher in ALL classes, except AHMA 201*, AHMA 203* and AHMA 298* which require a grade of B or above.

Admission Guidelines

- ◆ Students are admitted on a first-come, first-served basis. The Medical Assistant program has a maximum of 12 students in each graduating class. This may result in students taking more than two years to complete the program.
- ◆ The Medical Assistant program demands high academic and personal standards. Any student who exhibits unsuitable performance and/or behavior may be denied the right to complete the program.

Additional Program Information

- ◆ All requirements for the Medical Assistant program are stated in the Medical Assistant Student Handbook.
- ◆ Students considering this degree should familiarize themselves with the requirements.
- ◆ Copies of the handbook are available from the program director.
- ◆ Students enrolled in this program may participate in Service Learning opportunities which could qualify them to be eligible to receive education awards. For more information, contact the FVCC AmeriCorps Office at (406) 756-3908.

Additional Costs:

- ◆ There are lab fees associated with some of the classes in this program. See the course schedule for details.

**For
more
info:**

Contact:
Karla West
406.756.3918
kwest@fvcc.edu



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777 Grandview Drive • Kalispell, MT 59901
406.756.3822

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