ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING TECHNOLOGY

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The medical assisting technology program is a two-year program leading to the Associate of Applied Science degree. The program requires five semesters of study averaging 16 hours per semester to complete.

The mission of the medical assisting technology program is to provide an associate degree program uniting the disciplines of science, communications, and medical training to afford the student an opportunity to acquire the technical and professional skills for immediate entry-level employment upon graduation.

The two-year Associate of Applied Science degree program in medical assisting technology at Youngstown State University is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). The last comprehensive review was conducted in 2012-2013, resulting in continuing accreditation of the Medical Assisting Technology program. The next comprehensive review will be conducted no later than May, 2020.

The Commission on Accreditation of Allied Health Education Programs 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 (727) 210-2350

Upon graduation, the student is eligible to apply for the certification exam given by the American Association of Medical Assistants (AAMA). Successful completion of the exam confers the designation Certified Medical Assistant, or CMA (AAMA). Grounds for denial of eligibility for the CMA credential is falsifying information on the application or being guilty of a felony.

The Medical Assisting Technology program at Youngstown State University has a job placement rate of 100% for the 2016 admission cohort.

The curriculum provides graduates with the skills necessary to perform dual roles as administrative and/or clinical assistants in private physician offices, clinics, or hospital outpatient departments. The administrative skills include:

- public relations
- receptionist activities
- record management
- secretarial skills
- bookkeeping
- insurance and coding
- banking
- payroll
- managerial responsibilities

Clinical skills include:

- preparing the patient for examination and procedures
- taking medical histories and patient assessment
- operating and maintaining medical equipment
- collecting specimens
- performing laboratory tests
- teaching and counseling patients

A grade of C or better is required in all MATC courses and a 2.0 over-all grade point average (GPA) is required to register for MATC 2692 Medical Assisting Externship, (Practicum). The student is not allowed to receive any type of compensation, monetary or otherwise, from the externship site. Prior to scheduling the practicum, the student’s records will be reviewed by the program director to determine if all MATC courses have been satisfactorily completed and all deficiencies have been made up.

For more information, visit Medical Assisting Technology (http://www.ysu.edu/academics/bitonte-college-health-and-human-services/medical-assisting-technology-associate).

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### Year 1

#### Fall
- **MATC 1501** Medical Terminology (offered first and second semester and online) 3
- **MATC 1502** Medical Law and Ethics (offered first and second semester) 3
- **ENGL 1550** Writing 1 3
- **CSIS 1514** Business Computer Systems (offered day and evening) 3
- **BIOL 1545 & 1545L** Allied Health Anatomy and Physiology and Allied Health Anatomy and Physiology Laboratory (AHLT may be substituted with faculty advisor’s approval) 5
- **HAHS 1500** Introduction to the Bitonte College of Health and Human Services 2

**Semester Hours:** 19

#### Spring
- **MATC 2600** Medical Insurance Forms 2
- **MATC 2612** Medical Records Management 2
- **ENGL 1551** Writing 2 3
- **CMST 1545** Communication Foundations 3
- **PHLT 1568** Healthy Lifestyles (also offered online) 3
- **PSYC 1560** General Psychology 3

**Semester Hours:** 16

### Year 2

#### Fall
- **MATC 2614** Medical Office Procedures 3
- **MATC 2610** Introduction to Disease Processes 3
- **MATC 2611L** Clinical Procedures Lab 1
- **MATC 2602** Diagnostic and Procedural Coding 2
- **BIOL 1560** Microbiology for the Health Professions 2
- **BIOL 1560L or MLT 2687L** Microbiology Laboratory for Health Professions or Microbiology for Health Care Laboratory 1
- **AHLT 4810** Management Skills for Health Professionals (offered online only) 3
- **Arts and Humanities Elective** 3

**Semester Hours:** 18

#### Spring
- **MATC 2605** Introduction to Pharmacology (offered first and second semester) 3
- **MATC 2620** Advanced Clinical Procedures 3
- **MATC 2620L** Advanced Clinical Procedures Lab 1
- **MATC 2680** Medical Laboratory Procedures 1
- **MATC 2680L** Medical Laboratory Procedures Lab 1
- **INFO 1575** Document Preparation (offered day and evening) 4
- **ACCT 2602 or ACCT 1503** Financial Accounting or Elementary Accounting 3

**Semester Hours:** 16

### Year 3

#### Fall
- **MATC 2692** Medical Assisting Externship (Offered Fall and Spring Semesters) 3

**Semester Hours:** 3

**Total Semester Hours:** 72

### Learning Outcomes

Graduates of the medical assisting technology program will:

- Demonstrate the ability to comprehend, apply, and evaluate relevant information presented in medical assisting and related courses to the role of the entry-level medical assistant in a variety of medical settings.
- Demonstrate technical proficiency in the performance of the administrative and clinical competencies as outlined in the essentials for the Commission on Accreditation on Allied Health Education Programs and the Medical Assisting Education Review Board (MAERB).
- Demonstrate interpersonal skills and participate in professional activities including continuing educational opportunities consistent with the professional expectations of a (certified) medical assistant.
- Be able to function as an entry-level medical assistant by demonstration of proficiency in administrative and clinical competencies in a variety of medical settings.