

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
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Clearwater, FL 33763
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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

Admission to the program is not restricted, but high school prerequisites include a science, math, and computer or typing course.

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.

The student must have a physical examination report with a negative tuberculin-screening test and hepatitis B vaccination prior to MATC 2620 Advanced Clinical Procedures, MATC 2680 Medical Laboratory Procedures and the practicum.

The student must have current certification in Healthcare Provider CPR to participate in the externship experience. The semester prior to the practicum the student will be required to have a background check submitting to fingerprint for a FBI (federal) and BCI (civilian) criminal records check.

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

This program will no longer accept new majors beginning in spring 2020.

COURSE	TITLE	S.H.
General University Requirements		
Core Competencies		9
ENGL 1550	Writing 1	
ENGL 1551	Writing 2	
CMST 1545	Communication Foundations	
Arts and Humanities		3
Natural Sciences		
BIOL 1545	Allied Health Anatomy and Physiology	5
AND		
BIOL 1545L	Allied Health Anatomy and Physiology Laboratory	0
Social Science		
PSYC 1560	General Psychology	3
Social and Personal Awareness		
PHLT 1568	Healthy Lifestyles	3
First Year Experience		
HAHS 1500	Strong Start FYE	2
Major Requirements 31 sh		
MATC 1501	Medical Terminology	3
MATC 1502	Medical Law and Ethics	3
MATC 2600	Medical Insurance Forms	2
MATC 2602	Diagnostic and Procedural Coding	2
MATC 2605	Introduction to Pharmacology	3
MATC 2610	Introduction to Disease Processes	3
MATC 2611L	Clinical Procedures Lab	1
MATC 2612	Medical Records Management	2
MATC 2614	Medical Office Procedures	3
MATC 2620 & 2620L	Advanced Clinical Procedures and Advanced Clinical Procedures Lab	4
MATC 2680 & 2680L	Medical Laboratory Procedures and Medical Laboratory Procedures Lab	2
MATC 2692	Medical Assisting Externship	3
Related Course Requirements		
ACCT 2602	Financial Accounting	3
AHLT 4810	Management Skills for Health Professionals	3
CSIS 1514	Business Computer Systems	3
INFO 1575	Document Preparation	4
BIOL 1560	Microbiology for the Health Professions	2

BIOL 1560L OR	Microbiology Laboratory for Health Professions	1
MLT 2687L	Microbiology for Health Care Laboratory	1
Total Degree Hours		72 sh

Year 1

Fall		S.H.
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	Strong Start FYE	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.