



MEDICAL ASSISTING PROGRAM

A tuition-paid program of the Classroom to Career Consortium

In partnership with Macomb Community College

Armada Area Schools

Fraser Public Schools

Center Line Public Schools



Medical Assistant

at Macomb Community College

Medical Assistants: Valuable Professionals

Medical assistants are cross-trained to perform administrative and clinical duties.

Administrative duties may include, but are not limited to:

- Utilizing electronic medical records, updating and filing patient medical records
- Scheduling appointments, answering telephones, greeting patients
- Arranging for hospital admissions and laboratory services
- Management of correspondence, billing and bookkeeping

Clinical duties may include, but are not limited to:

- Obtaining medical histories
- Assisting health care providers with patient examinations
- Performing basic lab tests
- Preparing and administering medications
- Explaining treatment procedures to patients
- Collecting and preparing laboratory specimens
- Performing electrocardiograms
- Instructing patients about medication and special diet
- Providing wound care



The Program

This program prepares you with the necessary skills and abilities to assist physicians and health care providers, such as physician assistants and nurse practitioners, in medical offices and clinics.

The minimum expectation is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

The faculty are skilled clinicians and experienced instructors. This dedicated team offers multiple learning opportunities to prepare you for the professional challenges and rewards that a career as a Medical Assistant can provide.

Macomb offers two pathways: the Associate of Applied Science Medical Assistant Degree or a Certificate in Medical Assistant. While both pathways offer the opportunity for entry into the health care field, you are encouraged to consult with a counselor early in your education to determine the best option.



Obtaining Certification

The medical assistant program prepares you to take the CMA (AAMA) certification exam to become a Certified Medical Assistant (AAMA), as well as the RMA exam to become a Registered Medical Assistant.


The CMA (AAMA) credential signifies a medical assistant has been credentialed through the Certifying Board of the American Association of Medical Assistants (AAMA). More information about the CMA (AAMA) credential can be found at www.aama-ntl.org. The RMA credential is awarded by the American Medical Technologists (AMT). More information about the RMA credential can be found at www.americanmedtech.org.

Accreditation

The Medical Assistant Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of Medical Assisting Education review Board (MAERB).

CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33756
727.210.2350





To render service with full respect for the dignity of humanity
—Medical Assistant Code of Ethics

TRANSFERRING IS EASY

Credits earned at Macomb may be transferable. Students intending to transfer to another college or university should talk to a Macomb counselor or academic advisor before registering for classes.
586.445.7999
answer@macomb.edu

LOOKING FOR A JOB?

Contact Career Services
586.445.7321
careerservices@macomb.edu

For more information, visit www.macomb.edu and search “Medical Assistant” or call the Health & Human Services Department at 586.226.4757.

For general information about Macomb Community College, call 866.Macomb1 (866.622.6621) or email answer@macomb.edu.

Employment outlook

With an Associate of Applied Science Degree or Certificate in Medical Assistant, you will be qualified for positions including Medical Assistant, Clinical Office Assistant and Certified Medical Assistant. The median salary in Michigan for these careers is \$30,530, with 10.8 percent projected increase in openings expected through 2024 due to growth in the aging population and demand for medical services.

Those who seek to advance in their careers have the ability to become office managers, clinical supervisors or a variety of other health-related support roles.

Two years at Macomb equals a tremendous savings—\$18,000+—
compared to attending a Michigan four-year public university. Approximately
80 percent of Macomb students leave the College DEBT FREE.



Discover. Connect. Advance.SM

Requirements for One Year Certificate in Medical Assistant (41 credits)

2019-2020

COURSE	COURSE TITLE	PREREQUISITE	COREQUISITE	CREDIT HOURS	
PRELIMINARY COURSES					
WHES 2072	Emergency Response	with grade C or better		3.0	
HHSC 1700	Medical Terminology	with grade C or better		3.0	
HHSC 1740	Survey of Body Systems	with grade C or better		4.0	10
SEMESTER 1 FIRST EIGHT WEEKS					
MAST 1201	Ethical and Legal Practices in the Medical Office	WHES 2072, HHSC 1700, HHSC 1740 All with grade C or better	MAST 1202, MAST 1203	2.0	
MAST 1202	Communication and Administrative Practices in the Medical Office	WHES 2072, HHSC 1700, HHSC 1740 All with grade C or better	MAST 1201, MAST 1203	3.0	
MAST 1203	Financial Business Practices for the Medical Office	WHES 2072, HHSC 1700, HHSC 1740 All with grade C or better	MAST 1201, MAST 1202	3.0	8
SEMESTER 1 SECOND EIGHT WEEKS					
MAST 1240	Infection Control Practices	MAST 1201, MAST 1202, MAST 1203 All with grade C or better	MAST 1811, MAST 1150, MAST 2301	2.0	
MAST 1811	Topics in Pharmacology for Medical Assistants	MAST 1201, MAST 1202, MAST 1203 All with grade C or better	MAST 1240, MAST 1150, MAST 2301	2.0	
MAST 1150	Applied Math for Medical Assistants	MAST 1201, MAST 1202, MAST 1203 All with grade C or better	MAST 1240, MAST 1811, MAST 2301	2.0	
MAST 2301	Medical Assistant Administration Practicum	MAST 1201, MAST 1202, MAST 1203 All with grade C or better	MAST 1240, 1811, 1150	1.0	7
SEMESTER 2 FIRST EIGHT WEEKS					
MAST 1611	Laboratory Procedures & Phlebotomy for the Medical Office	MAST 1240, MAST 1811, MAST 1150, MAST 2301 All with grade C or better	MAST 2010	4.0	
MAST 2010	Fundamental Clinical Office Skills	MAST 1240, MAST 1811, MAST 1150, MAST 2301 All with grade C or better	MAST 1611	4.0	8
SEMESTER 2 SECOND EIGHT WEEKS					
MAST 2021	Nutrition and Medical Dietary Needs	MAST 1611, MAST 2010 All with grade C or better		2.0	
MAST 2400	Medical Assistant Clinical Practicum	MAST 1611, MAST 2010 All with grade C or better	MAST 2500	3.0	
MAST 2500	Medical Assistant Refresher/Review Course			3.0	8
					41

Degree Option - 21 additional credits. Minimum of 15 credit hours in General Education Component Group I-IV:

Group I English 1180 or 1210

Group II Any Astronomy, Biology, Chemistry, Earth Science, Environmental Science, Geology, Mathematics (1000 or above), Physical Science or Physics

Group III Any Anthropology, Economics, Geography, History, INTL 2010, Political Science, Psychology, or Sociology

Group IV WHES 2072 preliminary course meets this requirement

Plus six (6) elective credit hours

Approved Curriculum Committee January 25, 2019

http://ecatalog.macombedu/preview_program.php?catoid=39&poid=5092&returnto=3837

ADDENDUM B

Additional Fees for MA Program	\$ Amount
<u>Pre-admission</u>	
	\$
Background check and drug screen	78.75
	\$
Physical Exam	34.00
	\$
TB test	18.00
	\$
Influenza vaccine	25.00
<u>Other Immunizations needed if no documentation</u>	
	\$
Hepatitis B vaccine	210.00
	\$
Hept B / titer	28.00
	\$
MMR Vaccine	70.00
	\$
Rubella titer	29.00
	\$
Mumps titer	29.00
	\$
Rubeola titer	29.00
	\$
varicella vaccine	130.00
	\$
Varicella titer	40.00
	\$
Tdap vaccine	65.00
<u>Items needed for courses</u>	
scrub top	\$ 18 - 20
scrub pants	\$ 18 - 20
white non-fabric shoes for clinical	\$ 20-80
stethoscope	\$ 20 - 100
sphygomomanometer	\$16 - 30
watch with second hand	\$ 20-100
	\$
MAST lab kit	70.85
liability insurance (suggested but not required)	\$30 / yr
	\$
HESI exam fee	40.00
See additional course fees	
<u>Post- Program</u>	
CMA Exam Fee or RMA Exam fee	125/ 120

Approximate Student Expenses

\$ 1,400.00

HHSC 1740: Survey of Body Systems Credit by Exam

Test Overview

- Number of Questions - 150
- Time Allotted - 240 minutes
- Number of Attempts - 1
- Minimum Passing Score - 78% (C) by Health Careers Gradebook

Suggested study materials or textbook

- Human Body in Health and Illness, 6th Edition, Herlihy Text and Study Guide
- ISBN: 9780323498449- book
- ISBN: 9780323498364-study guide

General Study Overview

12 Major organ systems
Major cavities of the body
Structure of cell membrane
Endocrine and exocrine glands
Bones of the skeleton
Division of the nervous system
Major components of the heart's conduction system
Three types of muscle tissue

Four major areas of the brain
Pulmonary and systemic circulation
Fetal circulation
Hormonal change during pregnancy
Hepatic circulation
Human Development and Heredity
Functions and layers of the skin
Classification of spinal nerves

Specific Study Overview

Anatomical position terms
Major planes of the body
Functions of the skeletal system
Joints and joint movement
Structure of hair, nails and glands
Four lobes of the cerebrum
Three major plexuses
Location, hormones and regulation of the pituitary gland
Male and female reproductive organs and function
Functions of the endocrine system
Composition and location of compact and spongy bones
Anatomy of the spinal cord and its three functions

Functions of the 12 pairs of cranial nerves
Location of the heart
Function of the heart
Functions of heart valves
Blood flow through the heart
Vessels that supply the heart
Cardiac output
Blood supply to the head and brain
Anatomical terms for regions of the body
Cell differentiation
Four basic types of tissue
Mucous and serous membranes

Structure and function of arteries, capillaries, and veins
Identify major arteries of the systemic circulation, branches of the ascending aorta, aortic arch and descending aorta
Identify changes in heart rate and/or stroke volume that change cardiac output
Sequence of events from nerve stimulation to muscle contraction
Events that occur at the neuromuscular junction
Heart failure and the difference between right-side and left-sided failure
Functions of epithelial, connective, muscle and nervous tissue
Mechanisms that control the secretion of hormones

HHSC 1740: Survey of Body Systems Credit by Exam

Macomb Community College

LEARNING CENTERS

HHSC-1700 MEDICAL TERMINOLOGY PLACEMENT EXAM

The Medical Terminology Credit by Examination instrument is a **160 multiple choice question exam**. This may include identifying diagrams in the multiple-choice questions. The timed exam allows one hundred and sixty minutes (160 minutes or 2 hours and 40 minutes) for completion.

Students must score at least **125/160 (78%)** to receive credit for HHSC-1700 Medical Terminology and are allowed **one attempt** only.

This is an online exam, delivered through CANVAS. Students must provide photo identification and their MCC student number prior to being seated for the exam.

HHSC-1700 MEDICAL TERMINOLOGY STUDY GUIDE

The exam covers: medical terms built from word parts, combining forms, using word parts to build medical terms for a definition, spelling, terms defining disease, disorders, surgical and diagnostic terms, complementary terms, abbreviations for the various anatomical body systems, anatomical position using body planes, directional terms, quadrants, and assessment of body cavities.

The textbook utilized for this exam is Exploring Medical Language a Student Directed Approach, Myrna Lafleur Brooks, 10th edition 2018 or most current edition, Mosby-Elsevier.

**CREDIT BY EXAMINATION
STUDENT REQUEST FORM
HHSC-1700 AND HHSC-1740**



STUDENT INFORMATION

LAST NAME		FIRST NAME		STUDENT ID	
ADDRESS					
CITY			STATE		ZIP CODE
HOME PHONE NUMBER			CELL PHONE NUMBER		
COURSE TITLE		COURSE CODE	CREDIT HOURS	DATE SUBMITTED	

STUDENT

1. Complete the Credit by Examination—Student Request Form.
2. Schedule a testing appointment at the South Campus Learning Center (586.445.7001 or testing@macomb.edu).
3. Submit this completed form to test proctor on exam day.

PROCTOR

TEST NAME		SPONSOR	
DATE ADMINISTERED	TEST PROCTOR		
SCORE <input type="checkbox"/> Pass <input type="checkbox"/> Fail	DATE SCORE ADDED TO STUDENT RECORD		STAFF INITIALS

Scan and email this document to: sponsoredbilling@macomb.edu

HOW DO I GET STARTED?

- 1. VISIT YOUR HIGH SCHOOL COUNSELING OFFICE**
- 2. COMPLETE THE NEW STUDENT APPLICATION PROCESS
AT MACOMB COMMUNITY COLLEGE**
- 3. TAKE “CREDIT FOR PRIOR LEARNING” EXAMS IF
APPROPRIATE**
- 4. REGISTER FOR CLASSES!**



Classroom to Career Consortium Admission Steps

Welcome to Macomb Community College! We're excited to help you get started on your college journey in the Medical Assistant program. Below are the steps you need to follow to get started. If you have questions along the way, don't hesitate to reach out to us for help at admissions@macomb.edu or by calling 586.445.7999 and select Admissions from the menu.

Need access to a computer to complete any of your steps? We can help!

Center Campus - 44575 Garfield Rd, Clinton Twp.
Admissions Office, Building G, Room 110
Student Services Lab, Building H, Room 108

South Campus – 14500 E. 12 Mile Rd, Warren
Admissions Office, Building G, Room 224
Student Services Lab, Building G, Room 236

Create Your Admission Account and Apply

- Go to www.macomb.edu/start, create your Admission Account and then submit your application. *Be sure to use a personal email address when creating your account, NOT a school email address.*

IMPORTANT – While completing your application, on the “Demographics & Plans” tab, be sure to answer the question below as shown:

When I attend Macomb, I will be a/an *

First Time in U.S. College Student ▼

- After submitting your application, watch for an email in 1-2 business days from admissions@macomb.edu with the subject “Macomb Application Update.” You will need that email in order to complete the next step. If you don't see the email, be sure to check your spam/junk folder.

Complete New Student Orientation Online

- Directions on how to access and complete your New Student Orientation will be provided to you in your Admission Account. Once you've completed this step, it will be marked as “received” within your Admission Account. Please allow up to one hour for the status to update.

Prepare for the Placement Test

- Testing questions are available at <http://accuplacer.collegeboard.org/students>.

Classroom to Career Consortium Admission Steps

For the last few steps, you'll need to visit us on campus. No appointment is required, but you must present a valid student ID, driver's license or State of Michigan ID.

Starting at Macomb (SAM) Session

- Welcome and overview of the admission process, learn about campus resources, important dates and get answers to your questions. If you have an IEP or a 504, be sure to bring a copy to this meeting.
- Complete this step in the Counseling & Academic Advising Office (see website for current hours)
 - Center Campus – H building, Office 103
 - South Campus – G building, Office 370

Take the Placement Test

- This is NOT a pass/fail test. The test reviews English, Math and Reading and will be used to help choose classes.
- Complete this step in the Placement Testing Office (see website for current hours)
 - Center Campus – H building, Office 113
 - South Campus – G building, Office 238

Take Your Student ID Photo (Macomb OneCard)

- To ensure your photo will be on your Macomb OneCard, take this photo before you register. You'll use this card as your student ID, library card and print card.
- Complete this step in the Placement Testing Office
 - Center Campus – H building, Office 113
 - South Campus – G building, Office 238

After you've completed your admission steps, you'll receive an email within 1-2 hours that will let you know you've been admitted to Macomb!

Questions?

Visit us a G Building at Center Campus (Office 110) or South Campus (office 224) or contact us at admissions@macomb.edu or 586.445.7999 and select Admissions from the menu.