

## Medical Assistant Framework

### *What is a Medical Assistant?*

A medical assistant also known as an MA works alongside a physician (a doctor), mainly working in the outpatient or ambulatory care facilities, such as a medical office or clinic. The job responsibilities for a medical assistant are “cross-trained” so that they can perform administrative and clinical duties. Some of the Medical assistants clinical duties may include, but not limited to: taking medical history from the patient, prepare the patient for examination that are going to be done, assisting the physician during examination, collecting and preparing laboratory specimens, performing basic laboratory tests, and phlebotomy. Administrative duties for a medical assistant may include, but not limited to: Using computer applications, answering incoming phone calls, welcoming patients, coding and filling out insurance forms, and scheduling appointments. The work environment for a medical assistant can vary. A medical assistant can work in a variety of medical centers including blood banks, cancer centers, surgical centers, hospitals, medical laboratories, medical offices and specialty clinics. Some Medical Assistants are eligible to work in school districts alongside the school nurse.

<https://nah.southtexascollege.edu/mat/>

Below is a small chart that briefly outlines broad questions that pertain to the general medicine - medical assistant program. The information is organized in a way that allows the educator to introduce information to the student in *small, appropriate increments* by grade levels.

<b>Programs and Professions In Medical Assistant</b>			
<b>What does the student need in order to apply for the Medical Assistant program?</b>			
<b>9th</b>	<b>10th</b>	<b>11th</b>	<b>12th</b>
<ul style="list-style-type: none"> <li>● Introduce medical assistant programs/certifications/degrees, etc.</li> <li>● Introduce job titles associated with the specific program.</li> </ul>	<ul style="list-style-type: none"> <li>● Detailed information about the program.</li> <li>● Different track programs</li> </ul>	<ul style="list-style-type: none"> <li>● Admission requirements for the Medical Assistant program</li> </ul>	<ul style="list-style-type: none"> <li>● Certifications and exams needed to take</li> <li>● License renewal</li> <li>● Continuing Education courses (information)</li> </ul>

- **Ninth Grade**
  - **General Medicine Introduction**
    - There are many different levels of professionals available in the general medicine field. You can start off as a medical assistant then build your way up. The other two levels within the general medicine field that are

covered in this framework are Physician Assistant and a Physician (a doctor). Each one of these levels all take different amounts of time to obtain and have very different job opportunities that one can expand on with different responsibilities.

■ **Potential Job Titles of a Medical Assistant**

- Medical Office Specialist
- Medical Office Assistant
- Medical Assistant
- ECG Technician
- Phlebotomy Technician
- Educator

<https://nah.southtexascollege.edu/mat/>

● **Tenth Grade**

○ **What types of schools can the student attend?**

- Depending on the type of career one chooses within the medical field, it will depend on where you can go to school. If you are looking at getting a Medical Assistant certification, you can attend a technical school that is also known as “vocational schools”. These vocational schools offer targeted and shorter instruction and at a lower tuition and cost that can lead to one obtaining a certification or even an associate, depending on where the students decide to attend. There are many schools within the state of Texas that offer dual enrollment credits to students while in high schools that can earn the credits of a medical assistant certification.
- Community College
  - A community often offers short term certifications where a student can obtain a certification or a two year degree, known as an associate degree. An associate degree can then be transferred later into a four year degree from a university.
- College
  - A university is a four year (or more) that offers many different degrees through multiple “colleges” that are located on the same campus. Typically a university may have a “College of Education” or a “College of Health Sciences”.
- University
  - A university is a four year institution. Universities usually offer graduate programs (Master’s or Doctorates) and professional certifications. Typically, universities have stricter admission requirements that include grades, placements tests and admission tests like the SAT and ACT.

● **Eleventh Grade**

- **Where can a student with a medical assistant certification find job opportunities?**

- With a medical assistant program certification, you are able to begin a new career as a dedicated health professional ready to join in-demand health care fields and help patients have positive experiences. A medical assistant completes administrative, procedural, and certain clinical tasks in a health care setting and serves as a liaison between patients, insurance companies, providers, and specialists. Medical assistants work in a variety of environments like hospitals, medical offices, outpatient facilities, and surgical centers.  
<https://www.chcp.edu/degrees-certificates/on-campus/medical-assistant-certificate/>

- **Twelfth Grade**

- **What are the job responsibilities of a medical assistant?**
  - Take medical histories and patient vitals
  - Explain treatment procedures to patients as directed by healthcare providers.
  - Perform basic lab tests
  - Prepare and administer medications as directed by healthcare providers
  - Properly draw blood
  - Take electrograms
  - May perform medical billing and coding
- **What are the job statistics for a medical assistant (Job pay and job growth)?**
  - Job Pay for Medical Assistant: The average salary for a certified Medical assistant is \$14.63 per hour in Texas.  
<https://www.indeed.com/career/certified-medical-assistant/salaries/TX>
    - As an entry-level profession, the average annual Medical Assistant salary is \$35,720, but top earners are known to earn more than that, according to the U.S. Bureau of Labor Statistics.  
<https://www.allalliedhealthschools.com/medical-assisting/medical-assistant-certification/>
  - Job Growth for Medical Assistant: According to the Bureau of Labor Statistics, the job outlook for the Medical Assistant field is projected to grow at the rate of 29% over the next decade.  
<https://www.rgvcollege.edu/medical-assistant.asp>
- **How often does a Medical Assistant renew their certification?**
  - To better ensure continuing competency and knowledge and thus better protect patients, CMAs (AAMA) are required to recertify every 60 months.
  - To recertify by exam without any lapse in current status, you must pass the CMA (AAMA) Certification Exam at least two month prior to your certification or recertification expiration date.
- **How can I recertify?**
  - As long as your credential has not been expired for more than 90 days, you may recertify by continuing education. You must acquire 60

recertification points, 30 of which must be AAMA approved continuing education units (CEUs). The category breakdown of points must be as follows:

- 10 administrative
  - 10 clinical
  - 10 general
  - 30 from any combination of the above three categories
- **Are there any costs to recertify?**
    - If you are a member of the AAMA, your fee is \$125. All others pay \$250. If your credential has expired, you will pay an additional \$50 reactivation fee.

<b>Academic Pathway</b>			
<b>What coursework should be taken to become a Medical Assistant</b>			
<b>9th</b>	<b>10th</b>	<b>11th</b>	<b>12th</b>
<ul style="list-style-type: none"> <li>• Dual Enrollment</li> <li>• GPA Relevancy</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Coursework</li> </ul>	<ul style="list-style-type: none"> <li>• Dual Enrollment vs. AP Classes and Exams</li> <li>• Coursework Transferability</li> </ul>	<ul style="list-style-type: none"> <li>• Required GPA</li> </ul>

- **Ninth Grade**

- **What is dual enrollment?**
  - The term dual enrollment refers to students being enrolled--concurrently--in two academic programs or institutions. The term is used in reference to high school students taking college courses while they are still enrolled in high school (i.e., *a dual enrollment student*), or to the programs that allow high school students to take college-level courses (i.e., *dual enrollment program*). For this reason, the term *early college* is a common synonym for dual enrollment.
  - The student needs to be aware that the grades they receive in any dual or concurrent enrollment courses will stay with them throughout their college career. These grades will be averaged into their overall GPA.
- **Is high school coursework relevant to becoming a Medical Assistant?**
  - The student might not realize it, but preparing for the future starts while in high school (or even earlier). What the student learns in high school builds the foundation for their college education and career. If a student is considering becoming a medical assistant, they should take classes now that will prepare them for the medical assistant program later.
- **Does high school GPA matter?**
  - Your academic performance is of the utmost importance. Hiring managers often ask candidates how they performed in school. Attaining good

grades is a sign that you have the knowledge and passion that is necessary to succeed as a medical assistant.

<https://info.athenacareers.edu/blog/heres-how-to-stand-out-from-the-competition-as-a-medical-assistant>

- **Tenth Grade**
  - **What are examples of courses to take in highschool to prepare for a medical assistant program?**
    - Biology
    - Chemistry
    - Anatomy & Physiology
    - Physics
    - Algebra
    - Geometry
    - Psychology
    - Speech
    - Foreign Language
    - Health Courses
    - Computer Applications
    - Medical Office
    - Safety and and First Aid
    - Introduction to Health Care
  - **What other coursework should be taken for the Medical Assistant Program?**
    - Medical Terminology I
    - Anatomy and Physiology
    - most of these courses are offered to dual enrollment students while in high school
      - <https://nah.southtexascollege.edu/mat/>
- **Eleventh Grade**
  - **What is the difference between AP and Dual Enrollment?**
    - Dual enrollment courses allow students to get early access to college courses while AP courses are a little different because they only result in college credit if a student earns a particular score on the AP exam that is taken at the end of the course. AP exams scores may not be accepted by the college that the student applies to as well, depending on where the student applies and if the college accepts that credit. This means that at the end of high school, if the student is a dual enrollment student, they will have a “college transcript” since they have taken college courses and can now enroll directly into a college and have those courses transferred to their college of choice. AP courses, on the other hand, result in AP scores that can be submitted to a college. The college can then decide if the score will amount to any college credit.

- **Will Dual Enrollment coursework transfer to all colleges and universities?**
  - Academic dual credit can be applied toward the core curriculum or to other specific degree program requirements of an academic associate degree or a baccalaureate degree. Students who want more information about the transferability of their dual credit courses should seek guidance from an advisor at the institution offering the dual credits (for example: most RGV high schools are partnered with South Texas College (STC), so a student can speak to someone at STC to get the accurate answers they are looking for.)
  - If the student has course credit from South Texas College, they may check if a course will transfer to a college or university in Texas at [www.tccns.org](http://www.tccns.org). For information regarding transferability of courses to institutions outside of Texas, students should check with the institution receiving the credit.  
<https://southtexascollege.edu/dual/fags.html>
- **Twelfth Grade**
  - **What GPA does a student need in order to apply?**
    - In order to become a medical assistant, the student must earn a minimum cumulative GPA of 2.5 on a 4.0 scale of all courses completed.

<u>Admissions</u>			
<b>What does the student need in order to apply to a Medical Assistant Program?</b>			
9th	10th	11th	12th
<ul style="list-style-type: none"> <li>● Introduce Medical Assistant (program)</li> <li>● Job Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>● Program Description</li> </ul>	<ul style="list-style-type: none"> <li>● Admission Requirements</li> </ul>	<ul style="list-style-type: none"> <li>● CE Courses</li> <li>● License Renewal</li> </ul>

- **Ninth Grade**
  - **What is a medical assistant?**
    - Medical assistant are multi-skilled health care professionals with a strong background in basic patient care and assessment; medical laboratory procedures including performing routine blood and urine analysis; appropriate emergency medical procedures; problem-solving skills; effective teamwork, oral and written communication skills; and proper medical office administrative procedures for managing medical records, medical transcription, and medical insurance billing.



introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedure, medical specialties, and diagnostic procedures.

- Administrative Procedures
  - This course in medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in medical office.
- Medical Insurance
  - This course will emphasize medical coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings.
- Medical Law and Ethics
  - This course will provide instruction in principles, procedure, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.
- Basic Medical Coding
  - This course is the presentation and application of basic coding rules, principles, guidelines, and conventions utilizing various coding systems.
- Practicum I
  - This course will provide practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.
- Second Semester:
  - Anatomy & Physiology for Medical Assistants or Anatomy and Physiology for Allied Health
    - The first course is an emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.
    - The second course offers an introduction to the normal structure (anatomy) and function (physiology) of the human body including an understanding of the relationship of the



neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems in maintaining homeostasis

- Human Disease/Pathophysiology
  - This course is the study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, sign and symptoms of common diseases of all body systems.
- Medical Assistant Laboratory Procedures
  - Emphasis in this course is on application of governmental healthcare guidelines including specimen collection and handling, quality assurance, and quality control.
- Phlebotomy for Medical Assistants
  - This course provides instruction in the development of skills in the performance of a variety of blood collection methods using proper techniques and universal precautions. Skills and techniques include vacuum collection devices, syringes, capillary skin puncture, butterfly needles and blood culture and specimen collection on adults, children, and infants. The emphasis is placed on infection prevention, proper patient identification, labeling of specimens and quality assurance, specimen handling, processing, and accessioning. Topics include professionalism, ethics, and medical terminology.
- Practicum II
- Third semester:
  - Electrocardiography
    - This course covers the fundamentals of cardiovascular anatomy and physiology. It includes basic electrocardiography procedure, interpretation of basic dysrhythmias, and appropriate treatment modalities.
  - Pharmacology and Administration of Medications
    - Instruction in concepts and application of pharmacological principles. Focuses on

drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and micro-legal responsibilities of the medical assistant.

- Procedures in Clinical Setting
  - This course places emphasis on patient assessment, examination and treatment as directed by the physician. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.
- General Psychology or Lifespan Growth and Development
- And/or ONE of the following:
  - Introduction to Speech Communication
  - Public Speaking
  - Interpersonal Communication
  - Business and Professional Communication
  - Medical Assisting Credentialing Exam Review
    - This course will provide preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.
- **Medical Office Specialist Certification \*TSI EXEMPT\***
  - This certification is one semester long
  - The courses included in this semester are as follows:
    - Medical Terminology I
    - Administrative Procedures
    - Medical Insurance
    - Medical Law and Ethics
    - Basic Medical Coding
    - Practicum I
- **Medical Assistant Technology Associate of Applied Science \*TSI LIABLE\***
  - Unlike the other two programs, this program is a total of five semesters long
  - The courses taken in this program are as follows:
  - Semester One:
    - Medical Terminology I
    - Administrative Procedures

- Medical Insurance
  - Medical Law and Ethics
  - Basic Medical Coding
  - Practicum I
- Semester two:
  - Anatomy & Physiology for Medical Assistants or Anatomy and Physiology for Allied health.
  - Human Disease/Pathophysiology
  - Medical Assistant Laboratory Procedures
  - Phlebotomy and Medical Assistants
  - Practicum II
- Summer Session I:
  - Math and Natural Sciences Elective:  
Select one of the following:
  - Anatomy and Physiology I
    - This is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular and nervous systems.
  - Anatomy and Physiology II
    - This is a continuation of the study of the structure and function of the human body including the circulatory system, respiratory system, digestive system, urinary system, reproductive system, and endocrine systems. Consideration is given to metabolism, electrolyte and fluid balance, and human development.
  - College Algebra
  - Contemporary Mathematics
- Third Semester:
  - Electrocardiography
  - Pharmacology and Administration of Medications
  - Procedures in a Clinical Setting
  - General Psychology or Lifespan Growth and Development

With one of the following:

  - Introduction to Speech Communication
  - Public Speaking
  - Interpersonal Communications
  - Business and Professional Communication
  - Medical Assisting Credentialing Exam Review

- Fourth Semester:
  - Composition I
  - Beginning Spanish I for Non-Spanish Speakers
  - Intermediate Medical Coding
  - CAPSTONE: Practicum III

<https://nah.southtexascollege.edu/mat/#MAT-AAS>

- **Eleventh Grade**

- **What are the admission requirements for a medical assistant program at South Texas College?**

- Program Application/Admission Requirements
  - Program applications are available from Medical Assistant Technology faculty and staff will be discussed and completed during the Informational Session prior to registration.
- Program Admission Requirements:
  - Meet the general admission requirements to South Texas College.
  - Have a High School diploma or GED.
  - Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed through STC.
  - Satisfy program specific requirements for clinical practice.
  - Submit a completed Medical Assistant Technology program application.
  - Participate in individual student advisement with Medical Assistant Technology faculty prior to application.
  - Degree option: Be TSI Complete or TSI Exempt via State approved exam scores.
  - Level 2 Certificate option: Pass college placement test with minimum scores or complete developmental classes with a grade of "C" or better for course placement as follows:
    - Completion of READ 0200 or INRW 0304 or equivalent.
    - Completion of ENGL 0200 or INRW 0304 or equivalent.
    - Completion of MATH 0200 or equivalent

- **Twelfth Grade**

- **How often does a Medical Assistant renew their certification?**
  - To better ensure continuing competency and knowledge and thus better protect patients, CMAs (AAMA) are required to recertify every 60 months.
  - To recertify by exam without any lapse in current status, you must pass the CMA (AAMA) Certification Exam at least two month prior to your certification or recertification expiration date.
- **How can I recertify?**



