Medical Assisting, Diploma
School of Health Professions

The Medical Assisting Diploma program prepares the graduate to assist the physician with the care and treatment of patients in administrative and clinical procedures. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). Graduates apply for the national Certified Medical Assistant (CMA) examination. Students are also eligible for the Registered Medical Assistant (RMA), Certified Clinical Medical Assistant (CCMA) and the Registered Phlebotomy Technician (RPT) credentials.

Career Opportunities

The medical assistant may be employed in physician offices, clinics, hospitals, ambulatory care centers, nursing care facilities, medical laboratories and other health care facilities. Medical Assistants may also work as phlebotomists.

Special Admission and Selection Criteria

- Applicants must be graduates of an accredited secondary school program, or high school seniors enrolled in an accredited secondary school program, or those who hold a GED equivalency certificate prior to selection.
- Students must attend a placement assessment and educational planning session and complete any developmental courses that may be required based on the placement evaluation.
- All developmental courses must be completed with a minimum grade of "C." Students who have attempted developmental courses three or more times will not be considered for admission. Applicants must demonstrate math skills at the MTH 052 level and English skills at ENG 085 level (via placement testing) or have successfully completed that course.
- Application Process for Health Profession Programs
- Complete and submit an Application for Admission to Westmoreland County Community College.
- Complete and submit an application for the specific Health Profession Program (Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Expanded Functions Dental Assisting, Medical Assisting, Nursing*, Phlebotomy/Specimen Processing* or Radiology).
- Submit all required documents to the Admissions Office by the deadline.
- Submit official transcript from all secondary schools attended, graduate equivalency degree (GED) programs and any other formal educational program beyond high school.

For Fall Start:

Application Deadline January 12 prior to fall start Acceptance Notification Mid-March
- The Medical Assisting program at Westmoreland County Community College requires a separate application from the general Westmoreland application. Students must complete all required developmental coursework before starting the program. Enrollment is limited due to clinical site placement for practicum hours. Students cannot enroll in Medical Assisting (MAS) core classes until formally accepted into the program. Applications received after January 12 will be considered based on space availability.
- Applicants must have a 2.0 GPA in the courses required for the program. If the GPA is less than 2.0, one or more of the courses can be repeated in order to meet this requirement by the deadline date. The student must maintain a 2.0 GPA in order to progress in the program.

Final Admission Criteria

Students accepted into the School of Health Professions including Nursing, Dental Programs, Radiology, Sonography, Medical Assisting, Phlebotomy and Specimen Processing are required to have a criminal background check, child abuse history and drug screening at the student's expense.

The Program Director of each Health Profession Program gives the accepted student directions for setting up a password-secure Castle Branch Account.

Castle Branch is the background screening and compliance tracking company, which provides Westmoreland County Community College Health Profession Programs with student background screening services.

Castle Branch background screening and compliance management includes:
- Background Checks (FBI Fingerprint Check, Criminal Background Check and Child Abuse Clearances)
- Urine Drug Screen
- Immunization and Record Tracking
- Houses PPD (TB screening)
- CPR Training Documentation
- Liability Insurance (if applicable for program)
- Houses the results of the Required Health Physical.

Final admission is conditional pending receipt of Urine Drug Screen and receipt and evaluation of Criminal Background Check to determine if there is any conviction that may bar the applicant from entering the Health Profession Programs.

Essential Cognitive, Physical and Behavioral Functions

The Westmoreland County Community College Health Profession Programs including Nursing, Dental Programs, Radiology, Sonography, Medical Assisting, Phlebotomy and Specimen Processing require that students meet certain functional abilities essential to each program. A detailed list is available in each program's handbook.

Please be aware that based on ongoing changes occurring in the dental profession, it may be necessary to modify courses listed in this catalog to meet changing practice competencies.

Medical Assisting, Diploma
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Program Learning Outcomes

Upon successfully completing this program, students will be able to:

- Perform administrative functions such as patient reception, scheduling appointments, form preparation, ordering supplies and maintaining patient records.
- Assist physician with general physical examination and related patient procedures.
- Collect, transport, handle and process laboratory specimens for analysis.
- Administer medications measure vital signs.
- Demonstrate professional conduct, stress management, and interpersonal and communication skills with patients, the public, peers and other health care personnel.
- Display an understanding of requisitioning and the legal implications of their work environment.
- Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

Sugg. Term	Seq. #	Course ID	Course Title	Cr.	Term Offered	Prereq(s)	Options Available
Fall	1	PDV 101	First Year Seminar	1	F, Sp, Su		
	2	OFT 110	Document Processing I	3	F, Sp, Su	OFT 100	
	3	BIO 107	Human Biology	3	F, Sp, Su		BIO 171 & 172
	4	CPT 150	Microcomputer Concepts	3	F, Sp, Su		
	5	MAS 100	Introduction to Medical Assisting	4	F		
Spring	6	ALH 122	Medical Terminology	3	F, Sp, Su		
	7	PSY 160	General Psychology	3	F, Sp, Su		
	8	ALH 120	Pharmacology	3	F, Sp, Su	MTH 050, 050A or Placement	
	9	MAS 105	Administrative Procedures	3	Sp	MAS 100	
	10	MAS 110	Clinical Procedures	4	Sp	MAS 100	
Summer	11	OFT 235	Customer Service	3	F, Sp, Su		
	12	MAS 120	Practicum	3	Su	MAS 105, MAS 110	

Total Program Credits 36