

## Program Description

The Medical Assisting Diploma program is designed to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the professions. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://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), the Registered Phlebotomy Technician (RPT), and the Certified Phlebotomy Technician (CPT) 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.

## Getting Started: General Application Process for Health Professions Programs

- Apply to be a Westmoreland County Community College Student.
- Submit official transcript from all secondary schools attended, graduate equivalency degree (GED) programs and any other formal educational program beyond high school.
- Applicants for the Westmoreland County Community College Health Profession programs must be a Westmoreland County Community College student and have an active Student ID and college email account.
- Applicants for the Health Professions Programs must also have attended any college required planning sessions and placement assessment(s) and completed any developmental coursework that may be required based upon the assessment evaluation prior to applying for the selected Health Profession.
- 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, Surgical Technology or Radiology).
- Submit all required documents to the College by the deadline.
- Qualified applicants to the Dental Hygiene, Diagnostic Medical Sonography, and Nursing Program will be invited to take the standardized entrance examination. The score on this examination is utilized in the selective admissions process. You may only take this examination once per admission cycle.
- Preference for admissions will be given to students who exceed minimum criteria

## Special Admission and Selection Criteria for the Diploma Medical Assisting Program

- Applicants who have completed 12 or more college-level credits towards a GPA at WCCC must attain a minimum 2.0 GPA:
  - Students with less than 12 college-level credits at WCCC will be evaluated based on:
    - a minimum 2.0 GPA overall if the applicant has completed 12 or more college-level credits at other post-secondary institutions OR
    - a minimum 3.0 High School GPA OR
    - a minimum 165 on the GED (minimum 15 on HiSET subtests)
  - If GPA is less than 2.0, one or more of these courses may be repeated to meet the requirements before testing.
  - Transfer courses are not calculated into the GPA

### *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 are required to have a health clearance, 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 Tuberculosis screening results
- CPR Training Documentation
- Liability Insurance (if applicable for program)
- Houses the results of the Required Health Physical

### **Essential Cognitive, Physical and Behavioral Functions**

The Westmoreland County Community College Health Profession Programs including Nursing, Dental Programs, Radiology, Sonography, Medical Assisting, Surgical Technology, 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.

### **Program Learning Outcomes**

Upon successful completion of 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 physicians 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.

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| Sugg. Term | Seq. # | Course ID | Course Title                      | Cr | Term Offered | Prereq/Coreq(Co)                    | 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 or Satisfactory Skills Test |                   |
|            | 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      | HCM 145   | Medical Office Procedures         | 3  | F, Sp        |                                     |                   |
|            | 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

MEAS

Students must pass all program courses with a C or better.