FAQs for Medical Assisting

1. How do I know what classes to take in the MA program?
   a. You should consult with your advisor and follow the program requirements in the recommended sequence for full-time students in the current student catalog.
   b. Medical Assisting classes (MAS) are not taken on a part-time basis. These classes need to be taken consecutively to build on the information presented in the previous semester. You must achieve a grade of C to continue in the program. Be sure to check the grading scale in the syllabus.
   c. You must be accepted into the program to be eligible for the actual MAS classes.

2. When do the MA classes run? (Sequence indicated in your student catalog; times vary)
   a. First semester-MAS 100: T 8am-9:20am, TH 9:30am-11:20am
   b. Second semester-MAS 105: Online or T 9am-11:45am; MAS 110: M 11am-1:40pm, W 8am-10am; MAS 120 M-F at designated sites

3. MAs give injections, phlebotomy, and EKGs (electrocardiograms), do we practice on real people and do I have to volunteer?
   a. The MA classes in invasive skills start with practice arms, etc. Once the skills are demonstrated, then they are perfected in the classroom with each student being both the MA and the patient. Students are limited to two injections (IM or SQ), IDs, and phlebotomies each lab session per student. Although you learn the proper gauge needles to use, we have smaller needles for practice. All students participate in this practice.
   b. Students practice EKGs on a simulated patient.

4. Do I need to complete the health forms immediately?
   a. Yes, you need to have completed your HBV injection series before your second semester when we start invasive skills and working with blood borne products.
   b. The deadline for submission of the forms is listed on your health forms.

5. What if I cannot attend class during the scheduled days?
   a. Attendance, appearance, attitude, and class participation are part of the grading scale for MAS classes. You will lose those points if you are not in class. If you have a written
excuse, you will receive partial credit. Laboratory attendance is mandatory in the second semester.

6. Are MA classes offered in other counties (Green, Indiana)?
   a. MAS 105 is online (essays, exams, and CDs from the textbook are used), but the lectures
      and labs are not available in other counties yet.

7. MAS 120 (Practicum) is conducted in physician offices and outpatient areas of hospitals and is not available for students in the evening.
   a. Recent working students have used vacation time and some Saturdays to complete their
      MAS 120 semester.

8. When I complete the program, where can I work?
   a. Usually MAs (Medical Assistants) work in physician offices, group practices, clinics, and
      urgent care facilities. Some hospitals hire MAs as phlebotomists, unit clerks, patient care
      techs, lab assistants, and EKG technicians.

9. This is a diploma program, what do I need to get an AAS degree?
   a. The MA classes can be combined into the Office Technology, ASS; Medical Administration option by adding eight more classes.
   b. You may also take a national Phlebotomy registry exam in addition to the national
certification for Medical Assisting.

10. Do I need to take the certification exam?
    a. The MA certification is currently optional but highly recommended by local employers; it is
given in Pittsburgh.
    b. The link for certification information is: http://www.aama-ntl.org/becomeCMA

11. Do I have to make arrangements for my own MAS 120 (practicum) sites?
    a. WCCC will assign the sites for your phlebotomy and clinical experience.

12. Are there other expenses?
    a. Along with the uniform and shoes, you will need to budget for a physical exam, CPR/BLS
certification, all blood work and drug screens required, insurance, criminal, child abuse,
and fingerprinting screening, textbooks, transportation, and the certification exam.

13. Do I really need to send my high school transcript?
    a. Yes! The final OFFICIAL high school transcript is a mandatory requirement for the
admission procedure. **Do not assume for any reason that the college has your
transcript…check with Admissions.** The high school transcript is still required even if a
student has a bachelor’s degree. It is always best to check with the Office of Admissions
to confirm that your transcript is on file. You do not want to have this missing and not be
eligible to take the NLN examination. To check the status of your high school transcript
you can contact Admissions at 724-925-4077.