

## MEDICAL ASSISTING (0212)

### CAREER CERTIFICATE

The medical assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Students gain the knowledge and skills to qualify for entry-level positions in a variety of health care settings.

#### **PROGRAM MISSION STATEMENT**

The mission of the medical assisting program at St. Johns River State College is to provide an educational experience which will allow individuals the opportunity to obtain the knowledge, skills and attitudes necessary to function as a Medical Assistant.

#### **END OF PROGRAM STUDENT LEARNING OUTCOMES**

1. Graduates will be competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Graduates will perform within the legal and ethical boundaries of the Medical Assistant's scope of practice.
3. Graduates will integrate and value the needs of the individual patient, within his/her family, culture, society and health circumstances.
4. Graduates will display professionalism and cultural sensitivity while interacting and communicating with providers, staff and patients.
5. Graduates will participate as team players within the various settings of health care delivery.

For additional information, visit our website at [SJRState.edu](http://SJRState.edu) or call the Allied Health department at (904) 808-7465.

The program consists of 1300 hours of medical assisting courses. Medical assisting students are required to fulfill all the hours of the program.

APPLICANTS MAY APPLY: **St. Augustine** – May 1st-June 15th

The medical assisting core courses will be offered on the Palatka (offsite) and Orange Park campuses on a rotating basis. Practicum experiences will be selected within and around the tri-county service areas of SJR State. Students may not receive any remuneration for practicum hours. A student must earn a grade of "C" or better in all medical assisting courses.

#### **ADMISSION REQUIREMENTS**

The medical assisting program is a limited access program.

To apply to the medical assisting program, a student must have completed all of the following prior to the program application deadline:

1. Application process to SJR State;
2. Submit official high school transcripts or equivalent (GED);
3. Application to the medical assisting program;
4. Applicants must have an overall high school or college grade point average of 2.0 or better.

#### **STUDENT SELECTION**

To be considered for admission, the student should be cleared by Admissions/Records indicating that all external college transcripts and high school diplomas have been received and the student has a complete admission file.

#### **POST-ADMISSION REQUIREMENTS**

1. Complete the TABE placement test unless you meet the criteria for exemption or have completed College Composition (ENC 1101) & Intermediate Algebra (MAT 1033) with a grade of "C" or better. Students who are not exempt will have to complete the TABE test within the first six weeks of class.
2. Applicants must meet the TABE placement test score for language, reading, mathematic ability at the 10th grade level or better prior to program completions. Applicants who do not meet the 10th grade TABE placement test score for language, reading, mathematic ability at the 10th grade level are required to participate in mandatory remediation.
3. All students are asked to sign a consent and waiver to perform a criminal background check and drug screen. Failure to provide a consent will render the applicant ineligible for admission to the program. Admission to the program is conditional upon the results of the criminal and professional background check and drug screen. Additional random and scheduled drug screening may be required at any time during the program.
4. Attend medical assisting student orientation on the specified day.
5. Have an annual physical examination verifying acceptable health status and completing all requirements for the medical assisting program. Requirements for the physical are included on the form provided to each student after admission to the medical assisting program.
6. Have liability/malpractice insurance of \$1,000,000 per incident and \$3,000,000 per aggregate. (Payment included with lab fees during the registration).

# MEDICAL ASSISTING (0212) CONTINUED

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## MEDICAL ASSISTING COURSES

MEA	0002	Introduction to Medical Assisting.....	250
MEA	0501C	Medical Office Procedures.....	75
MEA	0506C	Administrative Office Procedures.....	90
HSC	0003	Basic Healthcare Worker.....	90
MEA	0573C	Laboratory Procedures.....	125
MEA	0543C	Electrocardiograph Aide.....	75
MEA	0530C	Pharmacology for Medical Assisting.....	90
MEA	0581C	Clinical Assisting.....	230
MEA	0521C	Phlebotomist, Medical Assisting.....	75
MEA	0942	Practicum Experience.....	200

**TOTAL PROGRAM CONTACT HOURS** **1300**

PROGRAMS OF STUDY

ALLIED HEALTH

