Health Sciences

Medical Assisting (CTMA2)
Certificate

Program Effective Term: **Fall 2020**

High Demand Occupation   High Skill Occupation

In this program, students will develop comprehensive skills in managing both administrative and clinical duties such as coding, scheduling, arranging for laboratory services, instructing patients about medication and special diets and drawing blood. This program is designed to prepare professional multi-skilled individuals for employment in physician's offices, medical clinics, laboratories and other ambulatory health care facilities. Graduates will be prepared to sit for the medical assisting certification exam.

Program Admission Requirements:
High school diploma or GED

Continuing Eligibility Requirements:
1. Students may be required to have a criminal background check and/or fingerprinting prior to the start of their clinical experience as requested by clinical facilities.
2. Completed health history form (physical examination)
3. Negative TB skin test
4. Current health insurance
5. Current BLS/CPR certification
6. Complete all courses with a minimum grade of "C"

First Semester		(9 credits)
MED 101	Introduction to Medical Assisting	1
MED 104	Medical Assistant Math and Pharmacology	1
MED 112	Medical Assistant Administrative I	2
MED 114	Medical Assistant Lab I	3
MED 116	Insurance Billing and Coding Basics for the Medical Assistant	2

Second Semester		(8 credits)
MED 210	Medical Assistant Administrative II	2
MED 221	Medical Assistant Lab II	3
MED 241	Medical Assistant Clinical Practice	2
MED 245	Medical Assisting Credentialing Exam Review	1

Minimum Credits Required for the Program: **17**

PROGRAM PROPOSAL FORM

☒ **Preliminary Approval** – Check here when using this form for preliminary approval of a program proposal, and respond to the items in general terms.

☐ **Final Approval** – Check here when completing this form after the Vice President for Instruction has given preliminary approval to a program proposal. For final approval, complete information must be provided for each item.

Program Name:	Medical Assisting	**Program Code:** CTMA2
Division and Department:	Health Division/Allied Health	
Type of Award:	☐ AA ☐ AS ☐ AAS ☒ Cert. ☐ Adv. Cert. ☐ Post-Assoc. Cert. ☐ Cert. of Comp.	
Effective Term/Year:		**CIP Code:** 51.0801
Initiator:	Fall 2019 Rhonda Johns/ Joanna Yastik	

Program Features Program's purpose and its goals. Criteria for entry into the program, along with projected enrollment figures. Connection to other WCC programs, as well as accrediting agencies or professional organizations. Special features of the program.	**Purpose:** The overall purpose of the WCC Medical Assisting program is to prepare graduates to fulfill the role of Medical Assistant in a variety of healthcare setting including hospital and physician specialty offices. **Goals:** To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. To prepare students to perform within the ethical and legal boundaries of the Medical Assistant's scope of practice. To prepare students to integrate and value the needs of the individual patient, within his/her family, culture, society and health circumstance. To prepare students to display professionalism and cultural sensitivity while interacting and communicating with providers, staff and patients. **Criteria for entry:** High school diploma or GED. Students must have a minimum academic reading level of 5 and an academic writing level of 3 **Connection to WCC Programs:** The Medical Assisting Program provides an entry-level pathway for WCC students to enter a health profession. Along with other WCC Allied Health programs, students will be prepared to succeed in a dynamic healthcare environment **Special Features of the program:** This program will appeal to students looking for entry-level employment in the medical field.
Need Need for the program with evidence to support the stated need.	**Need:** According to the United States Bureau of Labor Statistics, Medical Assisting is one of the nation's careers growing much faster than average for all occupations in the nation. Furthermore, the need for medical assistants is quite pronounced in Washtenaw County in particular. Two prominent employers in Washtenaw County (Michigan Medicine and IHA) identified this need. Both employers expressed inability to meet their current employment demands for Medical Assistants. Currently, Michigan Medicine has over 200+ Medical Assistant vacancies and IHA has 150+ vacancies. Both employers are willing to provide clinical site placement to WCC students, employment opportunities upon program completion, along with a sustainable living

wage and a comprehensive benefit package, including tuition assistance.

Additionally, the practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. (Medical Assistant Education Review Board, 2008). Thus, this program would provide a new pathway for WCC Health Care Foundation students.

The current projected enrollment for this program would be 20 students each fall.

Program Outcomes/Assessment		Assessment method
State the knowledge to be gained, skills to be learned, and attitudes to be developed by students in the program. Include assessment methods that will be used to determine the effectiveness of the program.	1. Demonstrate the administrative skills of an entry-level medical assistant. 2. Demonstrate the clinical skills of an entry-level medical assistant.	Written and practical exam Clinical Skills Checklist

Curriculum

List the courses in the program, as they should appear in the catalog. List minimum credits required. Include any notes that should appear below the course list.

Associate degree programs must provide a semester-by-semester program layout.

SEMESTER I		Credits
MED 101	Introduction to Medical Assisting	1 cr
MED 104	Medical Assistant Math and Pharmacology	1 cr
MED 112	Medical Assistant Administrative I	2 cr
MED 114	Medical Assistant Lab I	3 cr
MED 116	Introduction to Medical Insurance Billing and Coding Basics for the Medical Assistant	2 cr
	Semester Total	9 cr
SEMESTER 2		
MED 210	Medical Assistant Administrative II	2 cr
MED 221	Medical Assistant Lab II	3 cr
MED 241	Medical Assistant Clinical Practice	2 cr
MED 245	Medical Assisting Credentialing Exam Review	1 cr
	Semester Total	8 cr
	Program Total	17 cr

Budget

Specify program costs in the following areas, per academic year:

	START-UP COSTS	ONGOING COSTS
Faculty	$ 77,000.00	$ 78,500.00
Training/Travel	1,500.00	1,500.00
Materials/Resources	7,500.00	3,000.00
Facilities/Equipment		3,000.00
Other (Consultation)	1,500.00	1,500.00
TOTALS:	$ 87,500.00	$ 87,500.00

Program Description for Catalog and Web site	In this program, students will develop comprehensive skills in managing both administrative and clinical duties such as scheduling patients, insurance billing and coding, arranging for laboratory services, instructing patients about medication and special diets and drawing blood. This program is designed to prepare professional multi-skilled individuals for employment in physician's offices, medical clinics, laboratories and other ambulatory health care facilities.
Program Information	**Accreditation/Licensure** - tbd **Advisors** – Susan Travis and Karolyn Lehn **Advisory Committee** - TBD **Admission requirements** - High school diploma or GED. Students must have a minimum academic reading level of 5 and an academic writing level of 3 **Articulation agreements** - None **Continuing eligibility requirements** – – Students may be required to have a criminal background check and/or fingerprinting prior to the start of their clinical experience as requested by clinical facilities. – Completed health history form (physical examination) – Negative TB skin test – Current Health Insurance – Current BLS/CPR certification – Complete all courses with a minimum grade of "C"

Assessment plan:

Program outcomes to be assessed	Assessment tool	When assessment will take place	Courses/other populations	Number students to be assessed
1. Demonstrate the administrative skills of an entry-level medical assistant.	Outcome-related questions	Every three years	Students enrolled in MED 112 and MED 210	All students
1. Demonstrate the administrative skills of an entry-level medical assistant.	Skills Sheet	Every three years	Students enrolled in MED 112	All students
2. Demonstrate the clinical skills of an entry-level medical assistant.	Skills sheet	Every three years	Students enrolled in MED 221 and MED 241	All students

Scoring and analysis plan:

1. Indicate how the above assessment(s) will be scored and evaluated (e.g. departmentally developed rubric, external evaluation, other). Attach the rubric.

   The administrative skills will be scored using and answer key and a skills checklist. The clinical skills will be scored using a clinical skills checklist.

2. Indicate the standard of success to be used for this assessment.

   For outcome 1, 75% of the students will score 75% or higher on the outcome-related questions.
   For outcomes 1 and 2, 80% of the students will score 90% or higher on the skills sheet

3. Indicate who will score and analyze the data.

   Program Faculty & Department Chair will score and/or analyze the data.

REVIEWER	PRINT NAME	SIGNATURE	DATE
Department Chair/Area Director	Kristina Sprague	*Kristina Sprague*	7/30/19
Dean	Valerie Greaves	*Valerie Greaves*	7/25/19
Curriculum Committee Chair	Lisa Veasey	*Lisa Veasey*	10/3/19
Please submit completed form to the Office of Curriculum and Assessment (SC 257). Once reviewed by the appropriate faculty committees, we will secure the signature of the VPI and President.			
Vice President for Instruction ☐ Approved for Development ☐ Final Approval	Kimberly Hurns	*[signature]*	10/4/19
President	Rose Bellanca	*Rose B Bellanca*	10/8/19
Board Approval		*Approved by HLC*	11/19/19