MEDICAL ASSISTANT TECHNOLOGY

This program is a Selective Program. Application requirements are included in the description below.

Medical Office Specialist

Certificate

The Medical Office Specialist is a health care worker with medical office administrative skills for managing the front office, medical records and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical front office experience.

Medical Assistant Technology

Certificate and Associate of Applied Science

Medical assistants are multi-skilled health care professionals with a strong background in basic patient care and assessment; medical laboratory procedures including performing routine blood and urine analysis; appropriate emergency medical care procedures; problem-solving skills; effective teamwork, oral and written communication skills; and proper medical office administrative procedures for managing medical records, medical transcription and medical insurance billing. As part of the degree plan, students will complete an internship enabling them to gain real medical office experience.

South Texas College has been approved to serve as a proctoring site for students seeking certification by the National Center for Competency Testing (NCCT).

Upon successful completion of the coursework students are eligible to participate in any of the national examinations offered by NCCT for multiple credentials including the National Certified Medical Assistant (NCMA), National Certified Medical Office Assistant (NCMOA), Nationally Certified Phlebotomy Technician (NCPT), and the National Certified ECG Technician (NCET).

Application Requirements

All applicants must:

A. Participate in the required Prospective Student Information Session at the Nursing and Allied Health Campus. For the session schedule, access the information on the Medical Assistant Technology Program website online at https://www.southtexascollege.edu/medical-assistant.

B. Be admitted to the college as a high school graduate or GED equivalent, except for dual credit students.

C. **AAS Degree Option:** Meet TSI College Readiness Standards, or meet TSI exemption standards.

D. Earn a minimum cumulative GPA of 2.5 on a 4.0 scale for all courses completed at STC.

E. Pass a criminal background check, 10-panel drug screen through approved providers, and complete all required immunizations including Hepatitis B series. For more information on these requirements, access the Clinical Affairs website: https://nah.southtexascollege.edu/clinical_affairs.html.

F. Meet the NAH Functional Abilities Standards available on the NAH Clinical Affairs website at https://nah.southtexascollege.edu/clinical_affairs.html.

G. Submit a completed program application by the stated deadline. For more information, access the website at https://www.southtexascollege.edu/medical-assistant.

Program Application

Program applications are available from Medical Assistant Technology advisor and will be discussed and completed during advisement prior to registration. To make an advising appointment, visit the Division of Nursing and Allied Health website at https://nah.southtexascollege.edu.

NOTE: Please see program web page for additional information regarding the application process at https://www.southtexascollege.edu/medical-assistant.

Graduation Requirements

To earn a Certificate or Associate of Applied Science Degree in Medical Assistant Technology, a student must meet all college graduation requirements and complete all coursework as prescribed in the degree plan with a minimum grade of "C".

Program Learning Outcomes
Medical Office Specialist Certificate

1. Graduates will correctly obtain patient data during the office visit for the completion of the patient registration process.
2. Graduates will apply mathematical skills to calculate reimbursement procedures.
3. Graduates will demonstrate correct use of medical front office equipment.
4. Graduates will demonstrate correct use of Medisoft software for documenting patient data.
5. Graduates will interpret and effectively communicate the physician's plan to the patient during the final exit of the clinic.

Medical Assistant Technology Certificate

1. Graduates will correctly obtain patient history and review of systems during the office visit for the completion of the patient registration process.
2. Graduates will demonstrate correct procedures for collecting vital signs and specimens.
3. Graduates will demonstrate competence in the performance of medical assisting skills.
4. Graduates will demonstrate correct use of Electronic Medical Records software for documenting patient clinical data.
5. Graduates will correctly calculate medication dosages for patients based on weight and medication availability.
6. Graduates will interpret and effectively communicate physician's instructions to the patient during the final exit of the clinic.

Medical Assistant Technology Associate of Applied Science

1. Graduates will correctly obtain patient data, history, and review of systems during the office visit for the completion of the patient registration process.
2. Graduates will apply mathematical skills to calculate reimbursement procedures.
3. Graduates will demonstrate the correct use of medical front office equipment.

4. Graduates will demonstrate correct procedures for collecting vital signs and specimens.
5. Graduates will demonstrate competence in the performance of medical assisting skills.
6. Graduates will demonstrate the correct use of Medisoft and Electronic Medical Records software for documenting patient data.
7. Graduates will interpret and effectively communicate the physician's plan and instructions to the patient during the final exit of the clinic.

Advisory Committee Members

Olga Gabriel, MPH, (Retired) Director, McAllen Campus, Health Science Center, Texas A & M University, McAllen

Martha Leos, Education Supervisor, Access Esperanza Clinics, McAllen

Delia Martinez, Clinic Administrator, Samuel Garcia, Jr., MD, McAllen

Nereyda Fiala, MA, Samuel Garcia, Jr., MD, McAllen

Debra Franco, South Texas Juvenile Diabetes Association

Faviola Sanchez, Office Manager, Bravo Pediatric and Adult Clinic, Mission

Marina T. Villalobos, O.D., Bella Vista Eye Care, PLLC, Pharr

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- Medical Assistant Technology Associate of Applied Science (p. 2)

Medical Office Specialist Certificate

TSI Exempt

Course	Title	Credit Hours
Fall		
HITT 1305	Medical Terminology I	3
MDCA 1321	Administrative Procedures	3
MDCA 1343	Medical Insurance	3
MDCA 1205	Medical Law and Ethics	2
POFM 1400	Basic Medical Coding	4
MDCA 1166	Practicum I	1
	Credit Hours	**16**
	Total Credit Hours	**16**

Medical Assistant Technology Certificate

TSI Exempt

Course	Title	Credit Hours
First Year		
Fall		
HITT 1305	Medical Terminology I	3
MDCA 1321	Administrative Procedures	3
MDCA 1343	Medical Insurance	3
POFM 1400	Basic Medical Coding	4
MDCA 1205	Medical Law and Ethics	2
MDCA 1166	Practicum I	1
	Credit Hours	**16**
Spring		
MDCA 1309 or VNSG 1420	Anatomy & Physiology for Medical Assistants or Anatomy and Physiology for Allied Health	3
MDCA 1352	Medical Assistant Laboratory Procedures	3

PLAB 1223	Phlebotomy for Medical Assistants	2
MDCA 1317	Procedures in a Clinical Setting	3
ECRD 1111	Electrocardiography	1
MDCA 1348	Pharmacology and Administration of Medications	3
	Credit Hours	**15**
Summer		
MDCA 1154	Medical Assisting Credentialing Exam Review	1
MDCA 1167	Practicum II	1
	Credit Hours	**2**
	Total Credit Hours	**33**

Medical Assistant Technology Associate of Applied Science

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Course	Title	Credit Hours
First Year		
Fall		
HITT 1305	Medical Terminology I	3
MDCA 1321	Administrative Procedures	3
MDCA 1343	Medical Insurance	3
POFM 1400	Basic Medical Coding	4
MDCA 1205	Medical Law and Ethics	2
MDCA 1166	Practicum I	1
	Credit Hours	**16**
Spring		
MDCA 1309 or VNSG 1420	Anatomy & Physiology for Medical Assistants or Anatomy and Physiology for Allied Health	3
MDCA 1352	Medical Assistant Laboratory Procedures	3
PLAB 1223	Phlebotomy for Medical Assistants	2
MDCA 1317	Procedures in a Clinical Setting	3
ECRD 1111	Electrocardiography	1
MDCA 1348	Pharmacology and Administration of Medications	3
	Credit Hours	**15**
Summer		
MDCA 1154	Medical Assisting Credentialing Exam Review	1
MDCA 1167	Practicum II	1
	Credit Hours	**2**
Second Year		
Fall		
Select one of the following: [1]		3
SPCH 1311	Introduction to Speech Communication	
SPCH 1315	Public Speaking	
SPCH 1318	Interpersonal Communications	
SPCH 1321	Business and Professional Communication	
PSYC 2301 or PSYC 2314	General Psychology or Lifespan Growth and Development	3
Math and Natural Sciences Elective [1]		3-4
Select one of the following:		
BIOL 2401	Anatomy and Physiology I	
BIOL 2402	Anatomy and Physiology II	
MATH 1414	College Algebra	
MATH 1332	Contemporary Mathematics	

HPRS 2301	Pathophysiology	3
Humanities Elective [1]		3
	Credit Hours	**15-16**
Spring		
ENGL 1301	Composition I [1]	3
SPAN 1411	Beginning Spanish I for Non-Spanish Speakers	4
POFM 2310	Intermediate Medical Coding	3
MDCA 2266	CAPSTONE: Practicum III	2
	Credit Hours	**12**
	Total Credit Hours	**60-61**

[1] Identifies courses to fulfill minimum 15 credit hour General Education requirement