

Medical Assistant

Program

Medical Assistant

Degree Type

Certificate

WMCC offers a well-established, nationally recognized Medical Assistant (MA) certificate that prepares students to be Medical Assistants in a variety of outpatient medical settings. When students complete the certificate program, they are eligible to take the AAMA National Certification Examination to become a Certified Medical Assistant. WMCC is accredited by the New England Commission of Higher Education (NECHE).

The certificate emphasizes professionalism, medical ethics, and team-based learning. Its curriculum is comprehensive, preparing students for the complex demands in medical offices. The course of study requires students to complete a variety of administrative and clinical competencies, such as preparing and administering medications and vaccines; assisting with patient exams and minor outpatient surgical procedures; collecting and preparing specimens for microbiological testing; maintaining infection control and sterilization techniques; managing electronic medical records; obtaining vital signs; and performing medical billing, patient scheduling, medical coding, laboratory testing, and phlebotomy.

This certificate allows students to transfer credits in the Associate of Science degree in Interdisciplinary Studies with an Area of Concentration in Medical Assisting, along with providing a pathway into an LPN or RN Program.

Admission Requirements: All Medical Assistant applicants must:

- Meet all college requirements for admission
- Have no felony convictions

Acceptance Provisions: Students accepted into the Medical Assistant program must:

1. Submit a completed health record within the past year, including proof of required immunizations.
2. Have professional liability insurance for clinical classes and the internship (available through the College).
3. Possess and maintain personal health insurance or show acceptance into a sliding scale fee for a primary care provider and hospital coverage for clinical classes and the internship.
4. Maintain a grade of C+ or above in BIOL120W and all OTM and MEDA classes. If a grade of C+ or above is not maintained, students may repeat the course only once. Students who do not earn a minimum grade of C+ or above in Clinical Procedures I and II are not able to continue in the program. They may, however, be eligible for readmission consideration.
5. Provide an approved criminal background check through the College-approved vendor. This background check must be initiated no earlier than March 15 of spring semester. Students must also complete certain health-screening requirements prior to the start of an internship, including drug screening, which is to be completed by the Androscoggin Valley Hospital Occupation Health Department within 30 days of the beginning of the internship class.

[Note: Provision #3 must be completed before the first day of clinical I.]

Graduate Success Rates: The 2021 Medical Assistant class cohort averages:

Job Placement: 100%

Student Retention: 100%

CMA National Examination Pass Rate: 85.71%

Health Considerations

As per College policy, students during learning experiences must not jeopardize the health, well-being, or confidentiality of clients, patients, or medical information. Therefore, students in office or clinical experiences must demonstrate sufficient professionalism and emotional stability to withstand the stresses, uncertainties, and changing circumstances that accompany the responsibilities associated with these experiences. Without sufficient professionalism and emotional stability, they are removed from placement. Furthermore, students are expected to have the professionalism and emotional stability to exercise sound judgment and to accept directions and guidance from supervisors or faculty members. They must also be capable of establishing professional rapport and maintaining sensitive interpersonal relationships with employers, clients, patients, and their families.

Students must also be aware that site placements require criminal background checks, proof of insurance, general health statements from personal providers, as well as additional titers or vaccinations beyond what the College requires.

In order to graduate, students must have completed within the past five years all science requirements and OTM 117W Medical Terminology.

Fall Semester

Course Number	Title	Lecture	Lab	Credits
ACAD105W	Academic Readiness	1	0	1
BIOL120W	Human Biology	3	3	4
MEDA101W	Clinical Procedures I	3	5	5
OTM117W	Medical Terminology	3	0	3
PSYC111W	Psychology	3	0	3
Sub-Total Credits		13	8	16

Spring Semester

Course Number	Title	Lecture	Lab	Credits
MEDA201W	Clinical Procedures II	3	5	5
MEDA211W	Pharmacology	3	0	3
OTM127W	Office Systems and Procedures	4	0	4
PSYC112W	Human Growth and Development	3	0	3
Sub-Total Credits		13	5	15

Summer Semester

Course Number	Title	Lecture	Lab	Credits
MEDA203W	Medical Assistant Internship	0	18	6
Sub-Total Credits		0	18	6
Total Credits			37	