

Allied Health

Medical Assistant Technology

A medical assistant works primarily in ambulatory settings such as medical offices and clinics. Job responsibilities may include administrative (clerical) and clinical (direct patient care) duties. Administrative duties include scheduling and receiving patients, maintaining medical records, and managing practice finances. Clinical duties include obtaining essential data for medical history and treatment, completing laboratory testing, and assisting in clinical procedures.

The medical assistant program has two options. The diploma program prepares students to perform basic clinical and office procedures, while the associate degree program provides a comprehensive background in administrative and clinical procedures and office management.

The Medical Assistant Associate Degree program at the Wilmington campus is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208; phone (312) 553-9355, on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE), 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606. The telephone number is (312) 899-1500. Upon completion of the program, the student may apply to take a certification exam offered by the American Association of Medical Assistants (AAMA). Successful candidates are then Certified Medical Assistants (CMA).

You'll Learn

- The fundamentals of human anatomy and physiology
- Medical terminology required to define procedures for care
- Procedures completing a variety of diagnostic tests
- To communicate effectively with patients and medical professionals
- To work side by side with physicians and nurses through off-campus educational experiences

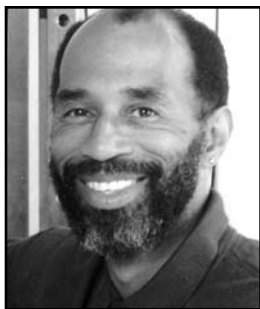
You'll Earn

- Opportunities for employment in a variety of medical facilities such as private physician offices, HMOs and corporate medical settings, hospitals and laboratories
- The background to advance your education within the medical field
- Flexibility to define your work schedule and location
- The demand for trained specialists in this field far exceeds the supply

You'll Succeed

- More than half of all new jobs created require education beyond high school.
- Employees with degrees have better chances for promotion.
- Associate degree holders generally earn 30 percent more than high school graduates (according to the U.S. Department of Commerce, Census Bureau).
- College credit or advanced placement may be given for relevant work experience.
- Many credits from an associate degree can be applied toward a bachelor's degree.

Get in, Get smart, Get going. . .



Delaware Tech operates on a semester system with new sessions in late August and mid-January, plus summer sessions beginning at the end of May and in mid-June. Non-technology courses may be taken on a part-time or full-time basis during any semester or the summer session. Some students may need refresher courses at the basic or pre-tech level; others may receive transfer credit for prior educational experiences. Counselors and advisors are available to help you schedule your courses.

Allied Health technology programs have a selective admission process which includes academic criteria of an algebra and biology course at 2.0 or greater (high school or college) within the past five years and a GPA of 2.0 or greater. Technology courses are sequential, offered only one time per year and are only open to students who have been admitted into the technology program.

People interested in entering Medical Assistant Technology must attend an Allied Health Information Session prior to initiating the process for admission into the technology. Information regarding these sessions may be obtained by calling (302) 888-5288. Visit the Allied Health Web site at www.dtcc.edu/wilmington/ah.

TECHNICAL COURSES

Intro to Medical Assisting provides an overview of the background, concepts and ethics of practice in medical assisting.

Medical Terminology includes Greek and Latin prefixes, suffixes, roots, abbreviations, names of diseases and operations related to hospital services and allied health specialties.

Medical Office Procedures I and II cover the administrative duties of a medical assistant including proper techniques for handling the telephone, scheduling appointments, processing mail, basic transcription, maintaining medical records, medical billing, referrals, and the skills necessary to work with computers in the medical office.

Medical Assistant Internship provides an opportunity to obtain applied experience as a medical assistant in a physician's office or clinic.

Medical Assistant Seminar provides students with the opportunity to discuss areas of interest to medical assistants and reviews the varied employment opportunities that are available.

Keyboarding enables the student to master the keyboard and learn to produce letters, envelopes, memoranda, reports, outlines, rough drafts and tables.

Medical Laboratory Procedures I and II cover basic laboratory skills and theory of the medical assistant profession.

Pharmacology for Medical Assistants introduces the chemical characteristics, actions, and uses of common prescription and over-the-counter drugs, and covers the mode of action, drug administration, absorption, excretion, indications and contraindications of each drug discussed.

SUPPORT COURSES

Composition
Essentials: Anatomy & Physiology
Ethical Issues in Health Care
Mathematics of Finance
Oral Communications
Intro to Computers & Applications
Spreadsheet/Graphic Processing
Human Communications
General Psychology

TO APPLY FOR ADMISSION TO THE COLLEGE

1. Obtain an admission application by calling (302) 888-5288. Admission applications are also available online at www.dtcc.edu/all/forms/. Complete and return the application to the Wilmington campus with a \$10 fee.
2. Request that your high school and/or college transcripts be sent to the Admissions Office.
3. Arrange to take the Computerized Placement Test (CPT) *unless you have already completed college-level math and English courses with a "C" grade or better*. The CPT is administered by the Admissions Office (302) 454-3954 and is used to determine appropriate course placement.
4. Meet with a Delaware Tech counselor to discuss your CPT results and select your course schedule.
5. Remember to apply and register early for the best selection of courses.