

# *Allied Health* Medical Assistant

*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), 1361 Park St., Clearwater, FL 33756; phone (727) 210-2350, on the recommendation of the Medical Assisting Education Review Board (MAERB). 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 (AAMA).*

## **You'll Learn**

- The fundamentals of human anatomy and physiology
- Medical terminology required to define procedures for care
- Procedures to complete 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.
- 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 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- 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, separate from College admission (below), which includes academic criteria of an algebra and biology course at 2.5 or greater (high school or college) within the past five years and a GPA of 2.5 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 the Medical Assistant program 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) 283-3100. Visit the Allied Health Web site at [www.dtcc.edu/wilmington/ah](http://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.

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

**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 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. It also covers the mode of action, drug administration, absorption, excretion, indications and contraindications of each drug discussed.

**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.

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

## 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) 283-3100. Admission applications are also available online at [www.dtcc.edu/prospective](http://www.dtcc.edu/prospective). 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 Wilmington 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) 571-5343 and is used to determine appropriate course placement.
4. Meet with a Delaware Tech Wilmington campus counselor to discuss your CPT results and select your course schedule.
5. Remember to apply and register early for the best selection of courses.