

Medical Assisting (Exam Prep, AAS)



EXPLORE YOUR OPPORTUNITIES

Medical assistants are multi-skilled health professionals trained to work in settings such as clinics and group practices. Clinical duties include recording vital signs, preparing patients for medical procedures, and drawing blood. Administrative duties include maintaining medical records, performing medical coding, and completing health insurance forms. The Medical Assisting program prepares graduates for the Certified Medical Assistant (CMA) exam and the professional workforce.

Educational Pathway Options

	Recommended Preparation	Occupational Endorsement Certificate	Exam Preparation	Associate of Applied Science (AAS)	Career Opportunities
High School	<ul style="list-style-type: none"> • Reading and Writing Skills • Algebra • Keyboarding* • Computer Applications* • Biology • Health Occupations* <p>Also Helpful:</p> <ul style="list-style-type: none"> • Business • Psychology • Nutrition* • Bookkeeping <p>* Students may earn college credit through Tech Prep, techprep.uaa.alaska.edu</p>	<p>1 Year</p> <p>Medical Office Coding</p>	<p>1-2 Years</p> <p>Certified Medical Assistant (CMA)</p>	<p>2-3 Years</p> <p>Medical Assisting</p>	<ul style="list-style-type: none"> • Medical Transcriptionist • Medical Receptionist • Medical Coder • Health Insurance Specialist

APPLICATION PROCESS

OFFICE OF ADMISSIONS

- 1 Apply for admission at www.uaa.alaska.edu/admissions.
- 2 Review admission requirements for your student type.
- 3 Submit required documents to UAA Office of Admissions (see below).
- 4 Take the SAT, ACT, or Accuplacer test for English and math course placement. Call the UAA Advising & Testing Center at 907.786.4500 for testing information.
- 5 Make an appointment for academic advising at 907.786.6928 and meet regularly with an advisor.
- 6 Access the Future Students Checklist online at www.uaa.alaska.edu/futurestudents/checklist.cfm to stay on track.

PROGRAM REQUIREMENTS

- 1 Complete preparatory courses as recommended by the Medical Assisting advisor or demonstrate all of the following:
 - Placement into MATH 055 or above; or completion of MATH 054 with a minimum grade of 'C'
 - Placement into ENGL 111 or above; or completion of PRPE 107 and PRPE 108, or ENGL 109, with a minimum grade of 'C'
 - Keyboarding coursework or documented typing speed of 45 wpm
- 2 Provide documentation of current adult/child/infant CPR and first-aid certificates, recent physical examination, and current immunizations prior to enrolling in MA 295.
- 3 Visit www.uaa.alaska.edu/ctc/programs/alliedhealth/ma for program information.

The University of Alaska Anchorage has been continuously accredited by the Northwest Commission on Colleges and Universities since 1974. This brochure is for information purposes only and does not constitute a contract. UAA is an EO/AA employer and educational institution.

This information is based on the 2010-2011 UAA Course Catalog. Please refer to the current catalog for complete information.

PREPARATION FOR THE CERTIFIED MEDICAL ASSISTANT (CMA) EXAMINATION

PREPARATORY COURSES

As outlined in program requirements above.

REQUIRED COURSES (35 credits)

Students must complete each course with a grade of 'C' or higher.

	Semester	Grade
BIOL 100 Human Biology (3)	_____	_____
* CIS 105 Introduction to Personal Computers & Application Software (3)	_____	_____
MA 101 Medical Terminology (3)	_____	_____
MA 104 Essentials of Human Disease (3)	_____	_____
**MA 120 Medical Office Procedures (4)	_____	_____
MA 140 Medical Transcription I (2)	_____	_____
MA 220 Coding for the Medical Office (3)	_____	_____

	Semester	Grade
MA 230 Billing & Insurance for the Medical Office (3)	_____	_____
MA 250 Clinical Procedures I (4)	_____	_____
MA 255 Clinical Procedures II (4)	_____	_____
PSY 150 Life Span Development (3)	_____	_____

EXTERNSHIP (5 credits)

MA 295 Medical Office Externship (5)	_____	_____
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A total of 40 credits is required for preparation for the CMA exam.

**Or CIOS 130A and CIOS 135A and one additional CIOS credit (total 3 credits)
**Completion of MA 120A and MA 120B satisfies the MA 120 requirement*

The UAA Preparation for the CMA Examination coursework is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 1361 Park St., Clearwater, FL 33756. (727) 210-2350.

MEDICAL ASSISTING (AAS)

CMA EXAM PREP REQUIRED COURSES (40 credits)

As outlined above.

GENERAL COURSE REQUIREMENTS (9 credits)

	Semester	Grade
ENGL 111 Methods of Written Communication (3)	_____	_____

And one of the following:

COMM 111 Fundamentals of Oral Communication (3)	_____	_____
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COMM 235 Small Group Communication (3)

COMM 237 Interpersonal Communication (3)

COMM 241 Public Speaking (3)

And one of the following:

ENGL 211 Academic Writing About Literature (3)	_____	_____
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ENGL 212 Technical Writing (3)

ENGL 213 Writing in the Social & Natural Sciences (3)

ENGL 214 Persuasive Writing (3)

CIOS 260A Business Communications (3)

MAJOR REQUIREMENTS (8-9 credits)

Choose three of the following courses:

ACCT 101 Principles of Accounting (3) <i>or</i>	_____	_____
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ACCT 120 Bookkeeping for Business (3)	_____	_____
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DN 101 Principles of Nutrition (3) <i>or</i>	_____	_____
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DN 203 Nutrition for Health Sciences (3)	_____	_____
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MA 240 Medical Transcription II (3)	_____	_____
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MA 320 Advanced Case Studies in Medical Coding (2)	_____	_____
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MEDT 101 Phlebotomy Procedures (3)	_____	_____
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MEDT 110 Specimen Processing (3) <i>or</i>	_____	_____
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MEDT 195A Phlebotomy Practicum (3)	_____	_____
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RADT 101 Radiation Protection and Biology for Limited Radiography Professionals (3)	_____	_____
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ELECTIVES (0-3 credits)

A total of 60 credits is required for this degree.

COMMUNITY & TECHNICAL COLLEGE: 907.786.6400

CTC WEBSITE: www.uaa.alaska.edu/ctc

MEDICAL ASSISTING: 907.786.6928

UAA OFFICE OF ADMISSIONS: 907.786.1480

ADDRESS: P.O. Box 141629, Anchorage, AK 99514-1629



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