Medical Assisting Technology

Medical assistants are multi-skilled professionals who assist in all aspects of medical practices under the supervision of physicians or other health-care specialists. As a medical assistant, you will act as an administrative assistant and liaison between the physician and the patient, in addition to serving as a receptionist, secretary-typist, office manager, paramedical technician, bookkeeper/accountant, and electronic records management.

As members of the clinical support staff, medical assistants are skilled in examination room techniques. You may prepare patients for examinations and treatments, take vital signs and measurements, sterilize instruments and equipment, perform laboratory tests and electrocardiography, venipuncture and injections, and assist physicians throughout the patient interaction.

As a medical assistant, you must communicate effectively, be familiar with the ethical and legal requirements of the medical practice, and respond to emergencies appropriately.

Employment Opportunities
Professional medical assistants are employed in diverse settings, including
- medical practices
- hospitals
- health clinics
- medical insurance companies
- medical publishing firms
- government health care organizations
- business firms
- the armed forces
- research laboratories and institutions
- education and community service agencies.

Both full-time and part-time employment is available locally and nationally. Salaries vary depending on location and medical specialty.

Degree Options
Offered through the Department of Health Professions, the medical assisting technology program is a two-year program leading to the Associate in Applied Science degree. This program normally requires five semesters of study averaging 15 hours per semester. Upon graduation, the student is eligible to apply for the certification exam given by the American Association of Medical Assistants (AAMA). Successful completion of the exam brings the designation as a Certified Medical Assistant (CMA).

The curriculum provides graduates with the skills necessary to perform dual roles as administrative and/or clinical assistants in private physician offices, clinics, or hospital outpatient departments. The administrative skills include: public relations, receptionist activities, record management, secretarial skills, bookkeeping, insurance and coding, banking, payroll and managerial responsibilities. Clinical skills include: preparing the patient for examination and procedures, taking medical histories and patient assessment, operating and maintaining medical equipment, collecting specimens, performing laboratory tests, and teaching and counseling patients. Admission to the program is not restricted, but high school prerequisites include a science, math, and computer or typing course.

A grade of C or better is required in all medical assisting technology (MATC), allied health (AHLT), computer science and information systems (CSIS), and information technology (INFO) courses. A 2.0 overall G.P.A. is required to register for the program.

For more information about this program, go to web.ysu.edu/gen/bcohhs/Medical_Assisting_Technology_m37.html
the externship. Prior to scheduling the externship, the student records will be reviewed by the department to determine if all previous courses in the program have been satisfactorily completed and all deficiencies have been made up.

The student must have a physical examination report with a negative tuberculin-screening test and serology test and hepatitis B vaccination prior to Advanced Clinical Procedures, Medical Laboratory Procedures and the externship.

The student must have current certification in Red Cross First Aid and CPR to participate in the externship experience.

2+2 Program
The two-year Associate in Applied Science degree in medical assisting technology provides transition directly into the four-year bachelor's program, allied health, without duplication of coursework or loss of credit.

Faculty
Youngstown State University maintains a faculty-student ratio of 1:20, among the best of the state-affiliated universities in Ohio.

Faculty members in the medical assisting technology program include certified medical assistants, registered nurses, medical technologists, pharmacists, and other allied health professionals.

Accreditation
The Youngstown State University medical assisting technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on the recommendation of the Medical Assisting Education Review Board (MAERB). (Commission on Accreditation of Allied Health Education Program, 1361 Park Street, Clearwater, Florida 33756, 727-210-2350, Fax 727-210-2354.)

Youngstown State University is accredited by the Higher Learning Commission and a member of the North Central Association.

Facilities
The Department of Health Professions is housed in Cushwa Hall, one of the largest buildings on campus. Located here are classrooms and laboratories including a fully equipped laboratory/patient/assistant area to practice skills and competencies. Students’ office equipment and computers are available for the student’s use.

Outside the Classroom
Students are required to complete three hundred hours of a non-paid externship at an assigned medical office or clinic.

Practical experience in the field is a major component of the medical assisting technology curriculum, providing the students with exposure to structure and functions in medical offices and other health and medically related community agencies.

Special Costs
In addition to University tuition and fees, medical assisting technology students incur costs associated with their clinical and computer courses. Special costs include the purchase of laboratory coats and/or uniforms, appropriate wristwatch, identification pin, personal laboratory equipment such as a stethoscope and blood pressure cuff.

Scholarships and Financial Aid
Students with a grade point average of 2.50/4.00 are qualified to apply for the Tri-County Chapter of Medical Assistants’ Scholarship and the Mary Buckley Scholarship sponsored by the Ohio State Society of Medical Assistants.

Curriculum Overview
Medical Terminology
Medical Law and Ethics
Medical Insurance Forms
Diagnostic and Procedure Coding
Intro. to Pharmacology
Intro. to Disease Processes
Clinical Procedures Lab
Medical Records Management
Medical Office Procedures
Advanced Clinical Procedures/Lab
Medical Laboratory Procedures/Lab
Medical Assisting Externship
Healthy Lifestyles
Financial Accounting
Management Skills for Health Professions
Business Computer Systems
Document Preparation
Paramedical Microbiology
Microbiology for Health Care Lab