

Why Medical Assisting?

Medical Assisting is among the most varied and flexible of the allied health professions. Medical assistants work with patients in physicians' offices and in large clinics. Graduates of the BCC program are multi-skilled professionals trained to be valuable in administrative and clinical areas.

By studying medical assisting procedures, clinical procedures, and human biology, students learn to prepare patients for examinations and to assist physicians. Medical assistants also perform routine diagnostic procedures and sophisticated techniques using high-tech medical equipment.

In addition, having acquired knowledge of medical terminology, medical correspondence, medical law, medical office management, and the skill of keyboarding, graduates are prepared to conduct the business and administrative duties of a private medical practice, group practice, or clinic.

Graduates Find Jobs

Employment opportunities are available in physicians' offices, medical centers, clinics, hospitals, industry, public education, and health departments. Research, publishing, and educational institutions may also employ medical assistants.

The Medical Assistant program at Broome Community College is designed to lead to immediate employment as a skilled health care professional in any medical office facility anywhere in the country. National labor statistics show a high demand for medical assistants that is expected to continue. Many graduates choose to go on to further studies in phlebotomy, clinical laboratory sciences, nursing, physician's assistant or other health professions.

For more information about this program, please call the Medical Assistant Department at 607 778-5261 or email: wade_a@sunybroome.edu.

Rev. 6/2003



Broome Community College Department of Medical Technology

Box 1017

Binghamton, NY 13902

Phone (607) 778-5211

Fax (607) 778-5467

www.sunybroome.edu

Support for the development/production of this material was provided by a grant under the Carl D. Perkins Vocational and Technical Education Act Amendments of 1998 administered by the New York State Education Department.



Broome Community College does not discriminate on the basis of race, sex, color, religion, age, national origin, disability, marital status, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era in the recruitment or education of students; the recruitment and employment of faculty and staff; or the operation of any of its programs or activities. Where relevant, state and federal laws apply.

The Medical Assistant Degree Program at Broome Community College





The Medical Assistant Degree Program

Associate In Applied Science

Medical Assisting at Broome Community College is a two-year, fully-accredited, clinically-based curriculum leading to the Associate in Applied Science (A.A.S.) degree. Graduates of the program are automatically eligible to sit for national certification examinations.

Clinical and administrative training in healthcare facilities affiliated with the program provides hands-on experience as well as excellent training for immediate employment.

The program may require more than two years to complete, depending on a student's academic background. The department will tailor a program assuring each student the opportunity to earn the A.A.S. degree in Medical Assistant.

Do I Qualify?

To complete the Medical Assistant program within two years, entering students should have successfully completed:

Sequential Math I, Math A, Applied Math I and II or the equivalent

Biology or Applied Biology and Chemistry I and II

Additional mathematics, science courses, typewriting and/or keyboarding are also recommended.

Students who lack the background described are still encouraged to apply. Based on an evaluation of background, individuals may be accepted to BCC and advised through a preparatory program. Each entering student is tested prior to scheduling.

Personal characteristics which predict success in this program are reliability, a desire to be a part of a healthcare team, an interest in science and medicine, and an interest in helping others through a truly rewarding profession.

First Level Courses

Medical Assisting Science / MDA102

The role of the medical assistant in the physician's office, including the history of medicine, ethics, professionalism, and interactions with patients and staff.

Keyboarding and Medical Word Processing / MDA104

Keyboarding with an emphasis on computer use and its technical application to medical field.

Medical Correspondence and Communication / MDA106

Basics of computers, medical transcription, and medical correspondence.

Standard First Aid Management of Emergencies / MDA114

Recognizing, managing, and aiding the physician in medical emergencies; and maintaining emergency supplies.

Medical Assisting Procedures I / MDA115

Basic clinical procedures of medical assisting in the physician's office; vital signs, sterile procedures, and injections.

Medical Terminology / HIT106

A study of the language of medicine with emphasis on terminology associated with the anatomic systems.

Human Biology I and II / BIO131,132

Anatomy and physiology of the skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, reproductive, and endocrine systems.

College Writing I / ENG110

Study and practice in the composition of ideas and information.

General Psychology / PSY110

Explores human intellectual, personal, and social development from infancy through childhood, adolescence, and adulthood.

Second Level Courses

Medical Office Management / MDA206

Administrative procedures such as reception, telephone techniques, patient health records, insurance and coding, ordering and supply control, with computer application in all areas.

Advanced Medical Office Management / MDA207

Accounting, payroll, accounts receivable, accounts payable, banking, and office management.

Medical Ethics, Law and Economics / MDA208

Legal requirements, ethics, and economics of the medical profession for the Medical Assistant.

Medical Assisting Procedures II,III / MDA201,211

Basic microbiology, hematology, and urinalysis. Collection, preparation and testing of blood, urine, and body fluids. Techniques of electrocardiology, audiometry. Assisting in procedures specifically oriented to the various medical specialties.

Pharmacology / MDA210

Emphasizes knowledge of prescriptions, drug groups and their uses in the medical office.

Directed Practice Seminar / MDA245

Integration of theoretical knowledge and practical experience as a medical assisting extern.

Clinical Affiliation I and II / MDA246,247

Directed practical experience in medical assisting procedures as an extern in physicians' offices, medical centers, school health departments, rehabilitation clinics, and other health care facilities.

Communicating About Ideas and Values / ENG220

Critical analysis of issues and moral problems affecting all thinking adults through selected reading, writing, and oral assignments.

Total credits required for graduation: 67

The Medical Assistant program is accredited by the Commission on the Accreditation of Allied Health Education Programs. The Medical Assistant

Program is also accredited by the American Association of Medical Assistants, 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606-2003.

Phone (800) 228-2262

