***Associate of Applied Science Degree:*** [**Medical Assistant**](https://www.ppcc.edu/degrees-certificates/medical-office-technology)

This degree option is designed to prepare individuals to work in both the administration and clinical areas of ambulatory clinics or physician’s offices. Students successfully completing this degree program will prepared be eligible to take the Registry exam for RMA & CMAS with [American Medical Technologist](http://www.americanmedtech.org).

***Program prerequisite:***

| **HPR 102 CPR for Professionals or current active CPR certification from AHA approved training plan.** | **0.5** | **Should be kept valid during internship.** |
| --- | --- | --- |

***Program requirements:***

| **Course prefix-Number-Name** | **Credit hours** | **Prerequisites-Recommendations-Information** |
| --- | --- | --- |
| MAP 110 Medical Office Administration | 4 | Online only. |
| MAP 120 Medical Office Financial Management | 4 | Prerequisite: CIS 118 or CSC 105, HPR 139 |
| MOT 124 Medical Filing | 2 | Online only. |
| MOT 126 Introduction to Clinical Skills | 3 |  |
| MAP 138 Medical Assistant Laboratory Skills | 4 | Prerequisite: MOT 126. |
| MAP 140 Medical Assisting Clinical Skills | 4 | Prerequisite: MOT 126. |
| MAP 150 Pharmacology for Medical Assistants | 3 | MAT 050 grade of C or higher |
| MOT 125 Basic Medical Science I | 3 | These 3 BMS classes are anatomy & physiology & pathophysiology medical assistant level. May be done in any order. May substitute: BIO 201, 202 and 216. |
| MOT 133 Basic Medical Science II | 3 |
| MOT 135 Basic Medical Science III | 3 |
| HPR 139 Medical Terminology (PPCC online) | 2 | Online only. MUST be completed in 1st term. |
| HPR 208 Medical Records Terminology | 2 | Online only. |
| HPR 106 Law & Ethics for Healthcare | 2 | Online only. |
| MAP 189 Review for National MA exam | 1 | 1 weekend (Sat. & Sun.) Take with MAP 183 |
| MAP 183 Medical Assistant Internship | 5 | 225 hours in a contracted medical office. All MAP-MOT-HPR courses must be completed |
| CIS 118 or CSC 105 PC applications or Computer Literacy | 3 |  |
| COM 115 or COM 125 or Com 225 Public Speaking, Interpersonal Communications or Organizational Communication | 3 |  |
| ENG 131 or ENG 121 Technical Writing, English Composition | 3 |  |
| MAT 107 or MAT 112 or MAT 103: Career Math / Financial Mathematics / Clinical Calculations | 3 |  |
| PSY 101 or PSY 100 General Psychology or Psychology of the workplace | 3 | PSY 100 typically does not transfer |

**Total Credit hours: 60 Total Contact Hours 1200.**

updated 2-2020

***The following classes are not offered in the summer semester:***

MAP 120, MAP 138, MAP 140.

***Program Admission Requirements:***

* Admission to Pikes Peak Community College
* There are several new opportunities available for entering students regarding appropriate [placement in math and English courses](https://www.ppcc.edu/testing-center/placement-testing/overview).
* Students can find more information for the [college testing center](http://ppcc.edu/services/testing-center/placement-testing/).
* For more information contact the Testing Center at *502-3390 or x3370*

***When the student is preparing to take their internship - they are required to meet with the program coordinator in person the semester before internship for academic clearance and to receive the instructions and a registration form for the internship class. Students must not wait until the end of the term prior to their internship to meet with the coordinator. It is recommended the student meet at least midterm prior to their internship semester.***

1. To have medical clearance from a physician (may not be done more than 4 weeks prior to internship meeting).
2. To obtain a letter of good standing from the admissions office.
3. Written documentation of vaccination: (verified by a medical provider)
4. Tetanus (within 10 years).
5. 2 step PPD or Quantiferon documentation (within 6 months)
6. MMR (2nd shot in series- if born after 1-1-1957).
7. Hepatitis B (3 shot series) (2 must be complete).
8. Varicella vaccine (chicken pox) or blood titer showing immunity.
9. Flu vaccination for the current year.
10. Students may present blood titer results to demonstrate immunity to 1-5 conditions above. Titers must be within 1 year.
11. Current CPR card (must be active during the entire internship period).
12. Pass a drug screen test \*.
13. Pass a criminal background check \*

\* When students enroll in the MAP 183 internship class, students will have to pay a separate fee (not included in college course fees for the drug screen test and the criminal background check fee of $63.00 (approximate cost) if you have not lived outside of Colorado in the past 7 years. If you have lived outside of Colorado, this fee may increase. Added to the course fees will be $10.00 malpractice liability insurance fee. Paperwork for the completion of the drug screen fee and criminal background check will be discussed at the individual meeting for internship clearance with the program coordinator each term

The following courses utilize the same textbook:

* + MAP 110, MOT 136, MAP 138, MAP 140 (1 book and online course access to publisher).
  + HPR 139, HPR 208 (1 book).
  + MOT 125, MOT 133, MOT 135 (3 books).

For further information you can contact:

Vicki Bond @ [vicki.bond@ppcc.edu](mailto:vicki.bond@ppcc.edu) or 719-502-3324

Or

Kim Kirkland @ [kim.kirkland@ppcc.edu](mailto:kim.kirkland@ppcc.edu) or 719-502-3523

Thank you

Vicki L. Bond

Vicki L. Bond

Medical Office Technology Program Coordinator

Pikes Peak Community College

Centennial Campus Box C13

Office: Health Science Division F300

**Pikes Peak Community College Medical Office Technology Programs Background Check**

When applying for the student’s program internship, approval will be contingent upon a criminal background check.

The following criminal offenses appearing on a criminal background check will disqualify an

applicant for admission to CCCS Nursing, Emergency Medical Services (EMS), Fire Science, and Allied Health Programs

An Applicant will be disqualified from a Medical Office Technology program internship class(s) based on the following guidelines:

* Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
* Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 7 years immediately preceding the submittal of application.
* Any offense involving unlawful sexual behavior in the 7 years immediately preceding the submittal of application.
* Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.
* Any crime of elder or child abuse, as defined in section 18-6-401 C.R.S in the 7 years immediately preceding the submittal of application.
* Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
* Any felony theft crimes in the 7 years immediately preceding the submittal of application.
* Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S in the 7 years immediately preceding the submittal of application.
* Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
* More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.
* Any felony homicide conviction (no time limit).
  + Registered Sex Offenders (no time limit).
  + Listed on the U.S. Treasury, Office of Foreign Assets Control (OFAC) or Specially Designated Nationals (SDN).
  + Listed on Health and Human Services/Office of Inspector General List of Excluded

Individuals/Entities or the GSA List of Parties Excluded from Federal Programs.

* + Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If criminal background checks reveal a negative result, applicants have the right to review the information reported by the designated reporting agency for accuracy and completeness and to request that the designated agency verify that the background information provided is correct. Prior to making a final determination that will adversely affect the applicant, the College will provide applicants a copy of or access to the background check, inform them of their rights, and how to contact the designated agency to challenge the accuracy of the report. If the applicant is challenging the accuracy or completeness of the criminal background records or drug screening, a final decision regarding the applicant’s status will be delayed pending the results of the challenge.

If the background check contains negative findings, the College designated reviewer will give the applicant an opportunity to submit additional information relating to the negative finding, such as a written explanation, court documents, and/or police reports

**DRUGS/ALCOHOL**

Pikes Peak Community College prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and in any amount.

Although possession and use of marijuana for certain medical conditions consistent with the requirements of the Colorado Constitution is no longer a crime in the State of Colorado, the possession and use of marijuana remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited while a student is on campus, including any time the student is in a clinical experience or representing the College.

With respect to prescription drugs, only the person for whom a prescription drug is prescribed can bring the medication on PPCC property or a clinical setting. The prescription drug must be in its original container. The student must use the prescription drug only in the manner, combination, and quantity prescribed.

Suspicion based alcohol or drug testing will be performed if performance or behavior in the medical assistant program is suspected to be substance related.

**Graduation Requirements**

* All major, general education and other courses required for the degree must be completed with a grade of "C" or better.
* To graduate, students must apply for graduation and complete the [graduation survey](http://www.ppcc.edu/academics/records/graudation/) (available via myPPCC).
* After applying for graduation, all correspondence to a student about the status of their program conferral will be sent to their **official college student email address only**.
* As a graduate of a Career and Technical Education program you will be contacted by a PPCC employee in approximately six months to verify your employment information. This information gathering is a federal requirement to ensure that PPCC receives certain federal funding.

**Medical assistants must be credentialed in order to meet the requirements of Federal Affordable Health Care Act Stage 2 Meaningful Use.**

**Potential Schedule**

| **1st Term** | **Class description** | **Credits** |
| --- | --- | --- |
| HPR 139 | Medical Terminology (must be completed in the 1st semester) (online only) | 2 |
| MOT 126 | Introduction to Clinical Skills | 3 |
| MOT 125 | Basic Medical Science I | 3 |
| MAP 110 | Medical Office Administration (online only) | 4 |

| **2nd Term** | **Class description** | **Credits** |
| --- | --- | --- |
| HPR 208 | HPR 208 Medical Records Terminology (online only) | 2 |
| MAP 138 | Medical Assistant Laboratory Skills | 4 |
| MOT 135 | Basic Medical Science III | 3 |
| CIS 118 or CSC 105 | PC Applications or Computer Literacy | 3 |

| **3rd Term** | **Class description** | **Credits** |
| --- | --- | --- |
| MAP 120 | Medical Office Financial Management | 4 |
| MOT 133 | Basic Medical Science II | 3 |
| MAT 107 or MAT 112 | Career Math or Financial Mathematics | 3 |
| HPR 106 | Law & Ethics for Healthcare (online only) | 2 |

| **4th Term** | **Class description** | **Credits** |
| --- | --- | --- |
| MAP 150 | Pharmacology for Medical Assistants | 3 |
| MAP 140 | Medical Assistant Clinical Skills | 4 |
| MOT 124 | Medical Records (online only) | 2 |
| COM 115 or 125 or 225 | Public Speaking – Interpersonal Communications – Organizational Communications | 3 |

| **5th Term** | **Class description** | **Credits** |
| --- | --- | --- |
| MAP 189 | Review for National Medical Assistant Exam | 1 |
| MAP 183 | Medical Assistant Internship 225 hours in a contracted medical office | 5 |
| PSY 100 or 101 | Psychology of the workplace or General Psychology | 3 |
| ENG 121 or ENG 131 | English Composition or Technical Writing | 3 |

PSY 100 Psychology of the workplace does not transfer.

Course prefix meanings:

MOT = Medical Office Technology

MAP = Medical Assisting Professional

HPR = Health Professional

CIS = Computer Information Systems

CSC = Computer Science

ENG = English

COM = Communications

MAT = Math

PSY = Psychology

CCR = College Composition & Reading

For Financial Aid you must take a minimum of 6 credit hours per semester. See [Financial Aid](Program%20Admission%20Requirements:) for details.

12 credit hours is considered a full-time student.

9 credit hours is considered a ¾ time student.

6 credit hours is considered a half-time student.

Tuition price on the [college web](https://www.ppcc.edu/financial-aid-office/cost-attendance/tuition-fees) site will help you calculate an estimate on cost.