

**IVY TECH COMMUNITY
ELKHART CAMPUS**

**MEDICAL ASSISTING PROGRAM
OVERVIEW AND
INFORMATION PACKET**



2022-2023

**School of Health
Science**

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Medical Assistants at the Heart of Healthcare

This packet contains the academic plans for the Medical Assisting Associates Degree, Technical Certificate and the Medical Office Administration Certificate, and Outpatient Insurance Coding Certificate programs.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Director of Human Resources, or Dean of Student Affairs.

BOOKLET DISCLAIMER

This booklet is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handout and its provisions are not in any way a contract between an applicant and the College.

BLOODBORNE PATHOGEN POLICY

Policy Regarding Faculty, Staff or Students Who Have Infectious Disease

It is the policy of the Medical Assisting Program that any student enrolled in the program, faculty teaching in the program, staff member or student applying to the program who poses a risk of transmitting an infectious agent should consult with the appropriate health care professionals to determine whether providing professional services would represent any material risk to the patient. If such a risk is possible, the faculty or student will not be allowed to engage in any professional activity that would create a risk of transmission of disease to others.

All procedures regarding this policy will ensure confidentiality of information in accordance with HIPAA guidelines.

Ivy Tech Community College Medical Assistant Program Goal: *To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.*

<https://www.ivytech.edu/medical-assisting/index.html>

ACCREDITING ORGANIZATIONS

The College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.

The Higher Learning Commission
230 South LaSalle St., Suite 7-500
Chicago, IL 60604-1413
312-263-7462
www.ncahlc.org

The Medical Assisting program 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).

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 N. Suite 158
Clearwater, FL 33763
Phone: 727-210-2350
Fax: 727-210-2354
www.caahep.org

PHILOSOPHY

It is the mission and intent of the Medical Assisting faculty to view the educationally qualified student as a person who has received specified general, administrative, and clinical training that allows them to function as an entry level medical assistant and be a productive and valuable member of the health care team in an ambulatory healthcare setting. Faculty defines education as a teaching/learning process whereby the assimilation of appropriate knowledge, skills, and judgment produce a graduate who is a credit to his/her profession, as well as one who successfully completes the CMA (AAMA) certification examination, which attest to the level of competency attained. Consistent with the philosophy of Ivy Tech Community College, faculty accepts the responsibility for effective teaching of students through a realistic correlation of foundational knowledge with real-world (on-site) experiences. Furthermore, faculty feels that application of knowledge and skills in realistic situations is necessary in order for the students to become an integral supporting link in the environment of professional health care practice. The graduate contributes to the well-being of the patient by demonstrating professional competency while assisting in the care of the patient.

INTRODUCTION

Essential Functions of Medical Assisting Students

Qualified applicants are expected to meet all admission criteria and matriculating students are expected to meet all progression criteria, as well as these essential abilities (technical standards) with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations prior to the start of the medical assisting program to ensure necessary accommodations can be met within the program's scope of practice and essential functions. Please seek assistants through the Disability Support Services.

Essential Function	Description	Examples
Observation	Use of senses:	
	Visual	Identify color changes in skin, sclera, and lab test results Locate veins to draw blood Regulate equipment (pulmonary function, EKG, and point of care chemistry, computer) Eye-hand coordination (blood pressure, keyboard, diagnostic instruments)
	Auditory	Identify and differentiate: blood pressure sounds, Differentiate between sounds
	Touch, Smell	Pulse, respiration, urinalysis
Communication	Interaction and Therapeutic Communication:	
	Speech	With clients, families, healthcare team members
	Non-verbal	Identify/interpret non-verbal communications
	Writing, Recording	Charting and other written documentation
	Reading	Orders (typed and handwritten), policies, procedures, and instructions Measurement, recording, evaluating
Intellectual/Conceptual	Ability to Problem Solve:	
	Critical Thinking Measuring Calculating Reasoning Analyzing Prioritizing Synthesizing	Medication calculation and administration: PO, IM, and IV Lab/diagnostic procedure implementation and interpretation of findings/observations Delivery and delegation of care

Essential Functions of Medical Assisting Students

Essential Function	Description	Examples
Motor	Physical Ability:	
	Gross Motor Skills Strength Flexibility Extension	Lift position and assist clients with position changes and ambulation Lift, position and move equipment Administer and assist clients with treatments
	Fine Motor Skills	Keyboarding, computer Fasten masks and protective gowns Perform CPR Provide routine and emergency care Touch and palpate Manipulate equipment
Behavioral/Social	Emotional Stability:	
	Flexibility Function Under Stress	Accept responsibility for delegated client care
		Plan and implement execution of duties within a given time frame
	Demonstrate Caring Behavior	Avoid demonstrating personal stress or frustration when interacting with client's and significant others
Follow up Doctor's plan teaching for continuity of care	Interact professionally with client and significant others in a positive manner without demonstrating personal stress or frustration Identify client knowledge deficits Implement Doctor authorized teaching plans Interact professionally with client, significant others and health care team members and organizations	

MEDICAL ASSISTANT PROGRAM

The following criteria must be fulfilled:

- A. Application and acceptance for admission to the College
- B. High School Graduate, or GED credential, or recipients of the Test Assessing Secondary Completion (TASC).
- C. Possess essential abilities with or without reasonable accommodations. (See Essential Functions pgs.3-4)
- D. Post-high school transcript if applicant has had post-high school experience. (Required for transfer of credits)
- E. Assessment testing by either the Knowledge Assessment, SAT, or ACT.

- F. Student must complete the recommended skills advancement courses based on Assessment test results and be College ready.

- G. Complete HLHS 101, APHY 101, and complete one of the IVYT courses required college. IVYT 112 is recommended.

___ H. Applicants are required to meet with a program advisor to determine if the above listed prerequisite courses have been successfully completed with a cumulative GPA of 2.0 or better average.

___ I. **MEAS 260 – Medical Assisting Externship requires successful completion of the courses listed below.**

2022-2023	COURSES
IVYT 1XX	IVYT 112 Student Success in Healthcare Recommended
HLHS 101	Medical Terminology
APHY 101	Anatomy & Physiology I
APHY 102	Anatomy & Physiology II
MEAS 109	The Professional Medical Assistant
MEAS 209	Electronic Administrative Practices
MEAS 137	Outpatient Insurance & Coding
MEAS 218	Pharmacology
MEAS 219	Med. Assist. Lab Techniques
MEAS 110	Intro to Clinical Practices
MEAS 238	Clinical I
MEAS 239	Clinical II

___ J. **Students desiring an Associate Degree are required to take the following courses.**

2022-2023	COURSES
MEAS 242	Disease Conditions
ENGL 111	English Composition
Humanities Elective	Intro. Psych. Or Intro. Soci. recommended
MATH 1XX	Math Elective (Math 123 Recommended)
COMM 101/102	Intro. To Interp. Comm. Or Public Speaking
2 Electives 3cr/hrs. each. For a total of 6 Credits	Statewide Elective from approved list.

Before Externship Class:

- _____ K. Have a current physical examination record on file. (Physical Exams are good for 1 year.)
- _____ L. Have a signature statement on file to include: Health Status, Confidentiality Agreement, and Program Handbook, and any other required signed documents.
- _____ M. Begin Hepatitis B immunization series completing the first 2 of series or signed waiver. (Most facilities will not accept the waiver unless medically determined unsafe.)
- _____ N. Immunizations as required by placement facilities. (Varicella, Influenza, COVID, and any others as recommended by the CDC and/or externship site affiliations.)
- _____ O. CPR for **Healthcare Providers' certificate**. (Current; not to expire before completion of Externship.)
- _____ P. Current Ivy Tech Photo I.D. for the current academic year for externship.
- _____ Q. Criminal Background Check & Drug Screening good for one year, and cannot expire before completion of the Externship. This needs to be obtained through Castle Branch to ensure proper screenings are completed.

According to College policy progression in the program must be maintained. See Policy Below:

Ivy Tech Community College of Indiana**POLICY TITLE**

Progression, stop-outs, and re-enrollment in programs with a clinical, externship, or practice-based learning component for School of Health Sciences.

POLICY NUMBER

ASOM 4.19.1 Formerly APPM 4.3

PRIMARY RESPONSIBILITY

Financial Aid and Registrar – status designation
Program Chair – Retained competency verification

CREATION / REVISION / EFFECTIVE DATES

Created August, 2012, Effective Fall 2013; Revised July, 2019, Effective Fall 2021

PURPOSE

In order to ensure demonstrated retained competency of the student, to maintain the safety during clinical, externship and/or practice-based learning experiences, and to promote student retention and completion, the purpose of this policy, in addition to factors outlined in ASOM 4.19, is to identify the process for student progression in a program when the student does not progress with continuity to the completion of the degree or certificate.

ORGANIZATIONAL SCOPE OR AUDIENCE

All degree- or certificate-seeking students in the School of Health Sciences programs.

DEFINITIONS

Clinical, externship, or practice-based learning: Any course of study in which the student may be assigned to a healthcare or practice laboratory setting to meet course objectives. This includes, but is not limited to, assignment in any setting where a student provides direct patient care or patient care services, has direct contact with patients or their families in an observational role, has access to patients' health records, or is performing invasive healthcare procedures in a campus laboratory setting.

POLICY

Students with a break in continuous program enrollment must demonstrate retained competence in the prerequisite course(s).

PROCEDURE

Unsuccessful attempt:

1. A student not successfully completing a required programmatic course (dropping or receiving a final grade of “W”, “FW”, “F”), must attempt to re-enroll in the course(s) not successfully completed for the next academic term when offered if there is an available opening, provided the student satisfies the standards of progress as outlined in ASOM 4.19. Failure to attempt to re-enroll in the noncompleted course(s) in the next academic term in which it is offered, if there is an available opening may result in the student being required to start the program over in order to complete the certificate or degree.
2. Students not successfully completing a required programmatic course may remain in the program and may enroll in additional required programmatic courses in successive academic terms for which they have satisfactorily completed the prerequisite, provided they satisfy the standards of progress as outlined in ASOM 4.19.
3. Should there be any term of non-enrollment in the required course(s), the student will be required to demonstrate retained competency in the course objectives in any required pre-requisite programmatic course(s) as described below before reenrolling in the course.
 - Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on the final exams, comprehensive laboratory exams, lab or clinical competency and/or skill check-offs.
 - Students unable to demonstrate retained competency in any of required prerequisite programmatic course(s) may be required to satisfy the requirements of an individually developed remediation plan as a condition of re-enrollment in the course not successfully completed or may be required to repeat prerequisite course(s).
 - Prior to the term the student desires to re-enroll in the course, the student must contact the program chair/designee in writing requesting re-enrollment for the following term. Requests will be considered based on available cohort space at the time of the student submission.
 - Sufficient time must exist between the receipt of the request and the start of the following term for the student to complete required retained competency demonstration as described above.

Stop-outs

In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out.” Should the student later wish to re-enroll in programmatic courses, the student will be required to later request re-enrollment, within any maximum timeframe for completion guidelines as required by accrediting agencies. If no maximum timeframe is required for completion by an accrediting agency, the student must request to re-enroll in the program within one calendar year from the end of the last semester in which the student completed programmatic courses. Requests will be considered based on available cohort space at the time of the student submission.

REFERENCES

None

RESOURCE PERSON

Financial Aid and Registrar – status designation

Program Chair – Retained competency verification

Dean – School of Health Science

MEDICAL ASSISTING ENROLLMENT PROCESS

The Medical Assisting program is being offered at the Elkhart Campus location. The General Education courses and Medical Terminology can be taken at any Ivy Tech Campus location. Students interested in the Medical Assisting program need to apply to the program by the deadline dates set for each semester refer to this link for specific program information <https://www.ivytech.edu/medical-assisting/index.html>. Once you have applied be sure and watch your email for the invitation to be accepted into the program. Be sure and respond to this email. Once you have been accepted and all students will need to meet with the Medical Assisting advisor to register for the program specific courses. An orientation will be scheduled to review the program requirements and proceed to enrollment into the appropriate courses. This is to ensure students are taking courses in a sequential manner to successfully progress through the program and graduate in a timely manner.

Included in this packet are the academic plans for both the Technical Certificate and the Associates of Applied Science in Medical Assisting and additionally, the Medical Office Administration Certificate and the Outpatient Insurance Coding Certificate.

In order to be eligible to sit for the Certified Medical Assisting Exam (CMA) at minimum must complete the Technical Certificate Program for Medical Assisting. The Technical Certificate 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).

The courses within the Technical Certificate are all part of the course requirements for the Associate Degree.

The steps for beginning the program are as follows:

1. Once you have met the assessment requirements, based on the knowledge assessment results and are ready for college level coursework. Once you have met those requirements you will need to schedule an appointment to **meet with one of the academic advisors to schedule the required pre-requisite courses in order to apply to the program. The program accepts students into the program twice a year, Fall and Spring.** Once you have applied to the program be sure and follow up on future emails in a timely manner. Refer to the link below for more details and information.

<https://www.ivytech.edu/medical-assisting/index.html>

2. All MEAS courses must be completed with a passing grade in **no more than 2 attempts** to remain in the program. Third attempts are only granted in extenuating circumstances and written request must be complete per College policy. A student requesting a 3rd attempt must meet with the program chair and provide sufficient documentation. It is at the discretion of the Program Chair and the Vice Chancellor of Academic Affairs or Designee to grant a third request.

Additional Program Expenses in addition to tuition and books.

***Consumable Fees:** Current Courses in Med. Asst. Curriculum with consumable fees:

MEAS 260 – Medical Assisting Externship (\$125.00 CMA Exam Application Fee.)

This fee has been added to the tuition of the course. It will appear as a separate fee.

Additional Program Expenses

MEAS 260 Med. Assist. Externship additional estimated expenses not included in tuition or other college fees.

(Approx. Cost) \$1000.00-1,500.00

These charges include, but are not limited to:

- Uniforms and Stethoscope and BP cuff.
- Required Drug screen and Criminal Background Checks
- Physical Examination
- Immunizations
- Healthcare Providers CPR/AED and First Aid Certification

STUDENT ACADEMIC PLAN
Ivy Tech Community College- Elkhart Campus
MEDICAL ASSISTING – AAS Degree Fall 2022-Summer 2023

Student Name: _____ **ID#** _____ **Email** _____

COURSE # 2019 -2020	COURSE NAME	C R.	PRE-REQUISITES	SEMESTE R TAKEN	GRADE
First Semester					
IVYT 1xx (112 recommended)	Student Success in Healthcare	1	None		
HLHS 101	Medical Term	3	ENGL 083/093 or ENGL 095 or ENGL 075 with C or better		
ENGL 111	English Composition	3	ENGL 093/083 or ENGL 095 Or FOUN 071 with C or better		
APHY 101	Anatomy & Phys. I	3	ENGL 093/083, or ENGL 095 Pre or Co-req. Math 080, 023		
PSYC 101 or SOCI 111 or Humanities Elective	Intro. To Psych. Or Intro to Sociology or Humanities Elect.	3	ENGL 083/093 or ENGL 095 r ENGL 075		
Second Semester					
APHY102	Anatomy & Physiology II	3	APHY 101		
MEAS 109	The Professional Medical Assistant	3	ENGL 083/093/095/075 and Math 080 with C or Better. HLHS 101 –Pre/co req.		
MEAS 209	Electronic Administrative Practices	3	MEAS 109, MEAS 137 pre- req. or co-req.		
MEAS 137	Outpatient Ins. & Coding	3	HLHS 101		
MEAS 110	Intro. to Clinical Practice	3	ENGL 083/093/095, Math 080, HLHS 101 Pre/Co req.		
Third Semester					
MEAS 218	Pharmacology	3	HLHS 110, MATH 080		
MEAS 238	Clinical I	3	MEAS 110, Advisor Approval		
MEAS 239	Clinical II	3	MEAS 238, MEAS 218 Pre- req. or co-req.		
MEAS 219	Med. Asst. Lab Tech.	3	HLHS 101, MEAS 110, Advisor approval		
Fourth Semester					
COMM 101 or 102	Public Speaking/Intro. to Interpersonal Comm.	3	ENGL 093/083 or ENGL 095 or ENGL 075 with C or better		
MATH 123 or higher	Quantitative Reasoning	3	Math 080 –with C or better or Math 127, Math 128, Math 129, Math 141		
MEAS 242	Disease Conditions	3	APHY 102, HLHS 101		
MEAS 260	Med. Asst. Externship	5	Program Chair Approval		
Program Elective	State-wide Approved Elective (See List)	3	Refer to the State-wide Elective List.		
Program Approved Elective	State- wide Approved Elective (See List)	3	Refer to the State-wide Elective List.		

The School of Health Science has the right to change the schedule due to enrollment considerations, program revisions, or unforeseen circumstances. It is the student’s responsibility to meet all pre-requisites as outlined by the program.

STUDENT ACADEMIC PLAN
Ivy Tech Community College- South Bend/Elkhart Campus
MEDICAL ASSISTING – Technical Certificate 2022-2023

Student Name: _____ **ID#** _____ **Email** _____

COURSE #	COURSE NAME	C R.	PRE-REQUISITES	SEMESTER TAKEN	GRADE
First Semester					
IVYT 1XX (IVYT 112 recommended)	Student Success in Healthcare	1	None		
HLHS 101	Medical Terminology	3	ENGL 083/093 or ENGL 095 or ENGL 075 – with C or better		
APHY 101	Anatomy & Physiology I	3	ENGL 093/083, or ENGL 095 Pre or Co-req. Math 080, 023		
Second Semester					
APHY 102	Anatomy & Physiology II	3	APHY 101		
MEAS 109	The Professional Medical Assistant	3	ENGL 083/093/095 or ENGL 075 and MATH 080 with C or Better		
MEAS 209	Electronic Administrative Practices	3	MEAS 109, MEAS 137 pre-req. or co-req.		
MEAS 137	Outpatient Ins. & Coding	3	HLHS 101		
MEAS 110	Intro. to Clinical Practice	3	HLHS 101, MATH 080		
Third Semester					
MEAS 218	Pharmacology	3	MEAS 110, HLHS 101		
MEAS 238	Clinical I	3	MEAS 110, Advisor Approval		
MEAS 239	Clinical II	3	MEAS 238, MEAS 218 Pre-req. or co-req.		
MEAS 219	Med. Asst. Lab Tech.	3	MEAS 110, Advisor approval		
Fourth Semester					
MEAS 260	Med. Asst. Externship	5	Completion of all program course requirements and Program Chair Approval		

The School of Health Science has the right to change the schedule due to enrollment considerations, program revisions, or unforeseen circumstances. It is the student's responsibility to meet all pre-requisites as outlined by the program.

Medical Assisting Statewide Elective Course Listing Fall 2022-Summer 2023

STATEWIDE ELECTIVES				
	APHY	201	Advanced Human Physiology	4
	BIOL	201	General Microbiology	4
	BIOL	211	Microbiology I	3
	CARD	205	Introduction to Electrocardiography	3
	CARD	206	Advanced Electrocardiograph Technique	3
	CINS	101	Introduction to Microcomputers	3
	CHEM	101	Introductory Chemistry I	3
	CHEM	111	Chemistry I	4
	HLHS	105	Medical Law and Ethics	3
	HLHS	106	Health Care Support Certifications	3
	HLHS	111	Health and Wellness for Life	3
	HLHS	118	Diversity in Health Care	3
	HLHS	211	Nutrition	3
	INCO	213	Advanced Insurance Coding	3
	INCO	220	Advanced Insurance Claims Processing	3
	MEAS	215	Advanced Medical Terminology	3
	MEAS	221	Seminar I	1
	MEAS	222	Medical Scribe Specialist	3
	MEAS	223	Medical Scribe Specialist Externship	3
	MEAS	227	Medical Office Management	3
	MEAS	240	Advanced Clinical Procedures	3
	MEAS	299	CMA Comprehensive Review	3
	PHLB	212	Phlebotomy	3

STUDENT ACADEMIC PLAN
Ivy Tech Community College- South Bend/Elkhart Campus
Outpatient Insurance Coding- Certificate 2022-2023
Program Code: OINC

Student Name: _____ **ID#** _____ **Email** _____

COURSE #	COURSE NAME	CR.	PRE-REQUISITES	SEMESTER TAKEN	GRADE
First Semester					
HLHS 101	Medical Terminology	3	ENGL 093/083, or ENGL 095		
APHY 101	Anatomy & Physiology I	3	ENGL 083/093 or ENGL 095. Pre or Co-req. Math 080		
APHY 102	Anatomy & Physiology II	3	APHY 101		
MEAS 137	Outpatient Insurance & Basic Coding	3	HLHS 101		
MEAS 203	Advanced Insurance Coding	3	MEAS 137		
MEAS 204	Advanced Insurance Claim Processing	3	MEAS 137		

Requirement Total Credits 18

The School of Health Science has the right to change the schedule due to enrollment considerations, program revisions, or unforeseen circumstances. It is the student's responsibility to meet all pre-requisites as outlined by the program.

STUDENT ACADEMIC PLAN
Ivy Tech Community College- South Bend/Elkhart Campus
Medical Office Administration - Certificate 2022-2023

Program Code: MEOA

Leads to a certification in Certified Medical Administrative Assistant – CMAA – By the National Healthcare Association – NHA, employment and/or completion of an associate degree

COURSE # 2019- 2020	COURSE NAME	CR.	PRE-REQUISITES	SEMESTER TAKEN	GRADE
HLHS 101	Medical Terminology	3	ENGL 083/093 or ENGL 095 – with C or better		
MEAS 109	The Professional Medical Assistant	3	ENGL 083/093/095 with C or Better		
MEAS 110	Introduction to Clinical Practices	3	HLHS 101, MATH 080		
MEAS 137	Outpatient Ins. & Coding	3	HLHS 101		
MEAS 209	Electronic Administrative Practices	3	MEAS 109, MEAS 137 pre-req. or co-req.		
MEAS 2XX	Medical Assisting Elective	3			

Requirement Total Credits 18

The School of Health Science has the right to change the schedule due to enrollment considerations, program revisions, or unforeseen circumstances. It is the student's responsibility to meet all pre-requisites as outlined by the program.