

Medical Assisting Program

Cox College offers three tracks in our Medical Assisting program designed to help you grow in the career. Skilled in both patient care and administrative duties, medical assistants are in high demand throughout the country. Discover which medical assisting track at Cox College will work best for you.

Admission check list

1. Complete & submit the Cox College application along with \$50 application fee through one of the following methods:

Priority service date: A minimum of 2 months prior to the start of the semester.

- Complete the application online at www.coxcollege.edu
- Request a Cox College application by mail and return it to the College
- Attend one of our Open House events

You will be contacted by an admissions counselor within 2-3 weeks via email or mail. He/she will let you know what additional documents and/or transcripts are needed.

2. Complete your FAFSA application at www.fafsa.ed.gov. Our school code is 013877. *Not required by recommended.*

Priority service date: A minimum of 4 weeks prior to the start of the semester.

- Visit www.FederalStudentAid.ed.gov for more info on financial aid.
- Contact our Financial Aid Department at 417/269-3401 for assistance.

3. Apply for institutional scholarships at <http://www.coxcollege.edu/scholarships>. *Not required but recommended.*

4. Request that your official transcripts be sent to Cox College

- High school transcript or GED
- Transcripts from ALL colleges/universities in which you have completed college level courses
- It can take up to 3 weeks for us to receive your transcripts once you have requested them to be sent.

5. Take an entrance exam

- You will need to take the TEAS exam if:
 1. You have completed less than 12 college credit hours and have not taken the ACT or SAT within the last 5 years or,
 2. You have an ACT score below 18.
- Contact your admissions counselor to schedule the exam.

6. Apply to the specific program by the deadline, if you meet the program requirements.
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What does a Medical Assistant do?

Medical assistants are multi-skilled health professionals that work in tandem with medical staff in clinics and physician's offices. Medical assistants are trained to provide patient care through administrative tasks as well as taking vital signs and preparing patients for examinations. Medical assistants complete administrative and clinical tasks in the offices of physicians, podiatrists, chiropractors, and other healthcare practitioners. Their duties vary with the location, specialty, and size of the practice.

What is the work environment?

Most medical assistants work in physicians' offices and other healthcare facilities.

What is the job outlook?

Employment of medical assistants is projected to grow 29 percent from 2012 to 2022, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventive medical services, which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook, 2014-15 Edition*, Medical Assistants, on the Internet at <http://www.bls.gov/ooh/healthcare/medical-assistants.htm> (visited March 21, 2014).

Medical Assisting Program – Three Track Options

Track 1 – Prepare for Certification Exam

This track is for those that already hold a certificate or degree in Medical Assisting but have not taken the certification examination or who have prior work experience as a medical assistant. This one semester online review course will prepare you to sit for the RMA, CMA, or CCMA certification exams. Having a certification opens the door for higher earning potential and greater marketability. The course is offered in the fall and spring semesters.

Those selecting this option will only need to complete the Cox College application and select "Non-Degree Seeking" as the program of interest.

Track 2 - Medical Assisting Core

This is a fast track to working in the Medical Assisting field. Within Track 2 you will gain the needed education to sit for the certification examination that will make you marketable for RMA positions. This track can be completed in as little as two semesters. Course-work is online with labs and practicum hours completed on campus, 1-3 days per week.

Offered in the fall and spring semesters, this program can be taken as a full-time plan of study or a part-time plan of study. The program is designed to work with your schedule.

Two Semester Plan of Study – Fall start

Fall Semester – 1 st 8 Weeks	Spring Semester – 1 st 8 Weeks
MACC 112 Introduction to Medical Assisting (1)	MACC 171 Clinical Medical Assisting II (2)
MACC 117 Intro to Anat. and Phys. (3)*	MACC 172 Clinical Medical Assisting II Lab (2)
MACC 111 Human Diseases (3)*	MACC 299 Medical Assisting Capstone (3)*
MACC 118 Medical Terminology (3)*	
MACC 119 Intro to Pharm (2)*	
MACC 151 Clinical Medical Assisting I (2)	
MACC 152 Clinical Medical Assisting I Lab (2)	
Fall Semester – 2 nd 8 Weeks	Spring Semester – 2 nd 8 Weeks
MACC 161 Admin. Medical Assisting I (2)	MACC 181 Admin. Medical Assisting II (2)
MACC 162 Admin. Medical Assisting I Lab (1)	MACC 182 Admin. Medical Assisting II Lab (1)
<i>MACC 117 Intro to Anat. and Phys. (Continued)</i>	MACC 295 Medical Assisting Practicum (4)*
<i>MACC 111 Human Diseases (Continued)</i>	<i>MACC 299 Medical Assisting Capstone (Continued)</i>
<i>MACC 118 Medical Terminology (Continued)</i>	

Two Semester Plan of Study – Spring start

Spring Semester – 1 st 8 Weeks	Fall Semester – 1 st 8 Weeks
MACC 112 Introduction to Medical Assisting (1)	MACC 151 Clinical Medical Assisting I (2)
MACC 117 Intro to Anat. and Phys. (3)*	MACC 152 Clinical Medical Assisting I Lab (2)
MACC 111 Human Diseases (3)*	MACC 299 Medical Assisting Capstone (3)*
MACC 118 Medical Terminology (3)*	
MACC 119 Intro to Pharm (2)*	
MACC 171 Clinical Medical Assisting II (2)	
MACC 172 Clinical Medical Assisting II Lab (2)	
Spring Semester – 2 nd 8 Weeks	Fall Semester – 2 nd 8 Weeks
MACC 181 Admin. Medical Assisting II (2)	MACC 161 Admin. Medical Assisting I (2)
MACC 182 Admin. Medical Assisting II Lab (1)	MACC 162 Admin. Medical Assisting I Lab (1)
<i>MACC 117 Intro to Anat. and Phys. (Continued)</i>	MACC 295 Medical Assisting Practicum (4)*
<i>MACC 111 Human Diseases (Continued)</i>	<i>MACC 299 Medical Assisting Capstone (Continued)</i>
<i>MACC 118 Medical Terminology (Continued)</i>	
<i>MACC 119 Intro to Pharm (Continued)</i>	

Track 3 – Associate of Science in Medical Assisting

This track is for those seeking to obtain an Associate of Science degree in Medical Assisting. This track is also for students who hold their CMA or RMA credentials as a Medical Assistant and desire to gain an Associate of Science degree. Having a college degree makes you more marketable as you progress through your career. This track also opens the door for you to bridge into our Nursing or Radiography program.

**Students holding a credential in Medical Assisting (CMA or RMA) will be granted 33 credit hours for their Medical Assisting certificate.*

<u>General Education Requirements</u>	<u>Credit Hours</u>	<u>General Education Elective Courses</u> (choose 10 credit hours minimum)	<u>Credit Hours</u>
_____ PSYC 101 Introduction to Psychology	3	_____ BIOL 205 Human Anatomy	4
_____ CHEM 103 Fundamentals of Chemistry	4	_____ BIOL 206 Human Physiology	4
_____ ENGL 150 English Composition	3	_____ BIOL 208 Microbiology	4
_____ ENGL 207 Expository Writing	3	_____ BIOL 302 Principles of Human Nutrition	3
_____ INFM 160 Computer Resources	1	_____ MACC 318 Health Info. Management, etc.	3
_____ MATH 160 College Algebra	3	_____ MACC 328 Health Care Delivery Systems	2
		_____ MACC 338 Healthcare Reim. & Insurance	2
		_____ MATH 227 Intro. to Statistics	3
		_____ PSYC 230 Life-span Development	3
		_____ SOCI 101 Introduction to Sociology	3
		_____ SOCI 304 Global Aware. & Cultural Diversity	3
General Education Requirement Credit Hours = 17			
General Education Elective Credit Hours = 10			
Medical Assisting Certificate Credit Hours = 33			
AMSA Degree Credit Hours = 60			

Cox College is formally recognized by American Medical Technologist (AMT), a national certification agency for allied health professionals. Students completing the Medical Assisting program are eligible to sit for the appropriate AMT examination.

Cox College is accredited through the Higher Learning Commission.

