

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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Mail application and materials to: Cox College • 1423 N. Jefferson Avenue • Springfield, Missouri 65802
Fax: 417/269-3586 • admissions@coxcollege.edu

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 medical assisting 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, 1-4 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.

Medical Assisting Associate Degree Suggested Plan of Study

Example 1 (Fall Start)

Fall 1 – 20 credit hours

INFM 160 Computer Resources (1)
MACC 103 Introduction to Medical Assisting (1)
MACC 111 Human Diseases (3)
MACC 117 Introduction to Anatomy and Physiology (3)
MACC 118 Medical Terminology (3)
MACC 119 Introduction to Pharmacology (2)
MACC 153 Clinical Medical Assisting I (2)
MACC 154 Clinical Medical Assisting I Lab (2)
MACC 163 Administrative Medical Assisting I (2)
MACC 164 Administrative Medical Assisting I Lab (1)

Spring 1 – 14 credit hours

MACC 173 Clinical Medical Assisting II (2)
MACC 174 Clinical Medical Assisting II Lab (2)
MACC 183 Administrative Medical Assisting II (2)
MACC 184 Administrative Medical Assisting II Lab (1)
MACC 280 Medical Assisting Capstone (3)
MACC 290 Medical Assisting Practicum (4)

Example 2 (Spring Start)

Spring 1 – 20 credit hours

INFM 160 Computer Resources (1)
MACC 103 Introduction to Medical Assisting (1)
MACC 111 Human Diseases (3)
MACC 117 Introduction to Anatomy and Physiology (3)
MACC 118 Medical Terminology (3)
MACC 119 Introduction to Pharmacology (2)
MACC 173 Clinical Medical Assisting II (2)
MACC 174 Clinical Medical Assisting II Lab (2)
MACC 183 Administrative Medical Assisting II (2)
MACC 184 Administrative Medical Assisting II Lab (1)

Fall 1 – 14 credit hours

MACC 153 Clinical Medical Assisting I (2)
MACC 154 Clinical Medical Assisting I Lab (2)
MACC 163 Administrative Medical Assisting I (2)
MACC 164 Administrative Medical Assisting I Lab (1)
MACC 280 Medical Assisting Capstone (3)
MACC 290 Medical Assisting Practicum (4)

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.

Medical Assisting General Education Courses – 27 Credit Hours

Required Courses (10 Credit Hours):

ENGL 150 English Composition (3)

INFM 160 Computer Resources (1)

MATH 150 Intermediate Algebra (3) or MATH 160 College Algebra (3)

PSYC 101 Introduction to Psychology (3)

Elective Courses (Choose 17 Credit Hours Minimum)

BIOL 205 Human Anatomy (4)

BIOL 206 Human Physiology (4)

BIOL 207 Anatomy & Physiology Refresher (2)

BIOL 208 Microbiology (4)

BIOL 302 Principles of Human Nutrition (3)

BIOL 382 Pathophysiology (3)

CCPL 100 Promoting Learning and Ultimate Success (1)

CHEM 103 Fundamentals of Chemistry (4)

ENGL 207 Expository Writing (3)

GOVT 101 Government and Politics in the United States (3)

GSTU 101 Introduction to Computers and Software (3)

HUMN 235 Common Reader (1)

MACC 215 Electronic Health Records (2)

MACC 318 Health Information Management, etc. (3)

MACC 328 Health Care Delivery Systems (2)

MACC 338 Healthcare Reimbursement and Insurance (2)

MATH 227 Introduction to Statistics (3)

MDCO 122 ICD-10-CM/PCS Coding Systems (3)

MDCO 130 ICD-10-PCS Root Procedures (2)

MDCO 141 CPT Coding I (2)

MDCO 145 CPT Coding II (1)

PHIL 201 Introduction to Philosophy (3)

PHYS 201 Principles of Physics (4)

PSYC 230 Life-span Development (3)

SOCI 101 Introduction to Sociology (3)

SOCI 304 Global Awareness and Cultural Diversity (3)

SPAN 101 Spanish for Health Care Workers (3)

Medical Assisting Core Courses

33 Credit Hours

General Education Courses

27 Credit Hours

Total ASMA Degree Requirements**60 Credit Hours**

These courses are selected to coincide with ASR, ASN, BSN, BSDI, and MDCO curriculum requirements as much as possible. Students should choose a minimum of 27 credit hours from the following courses. Four courses are required (10 credit hours) and the remaining 17 credit hours are selected by the student from a body of elective courses.

**Students outside of Cox College with an approved medical assisting credential (CMA or RMA) may transfer up to 33 credit hours (medical assisting core courses) towards the ASMA degree.*

ASMA to ASN/BSN-E Bridge

The following is the bridge program between the Associate of Science in Medical Assisting (ASMA) and the Associate of Science in Nursing (ASN) and/or the Bachelor of Science in Nursing (BSN). This bridge only applies to Cox College ASMA Program graduates and last semester students. To apply applicants must meet all of the academic policies and qualifications of the desired program. Admission to the bridge program will be based on successfully completing the ASMA program by the start of the bridge program.

The college will guarantee a maximum of five entry positions for the fall and spring cohorts between the ASN and BSN-E programs.

Students bridging from the ASMA to ASN/BSN-E program must:

- ☐ Be a graduate of the Cox College ASMA program.
- ☐ Meet the minimum program qualifications for desired program you are applying.

See ASN/BSN-E Track Requirements

ASMA to ASR/BSDI (MRI/DMS) Bridge

The bridge program exists between the Associate of Science in Medical Assisting (ASMA) and the Associate of Science in Radiography (ASR) and/or Bachelor Degree in Diagnostic Imaging (MRI or DMS primary pathway only). This bridge only applies to Cox College ASMA Program graduates and last semester students. To apply applicants must meet all of the academic policies and qualifications of the desired program. Admission to the bridge program will be based on successfully completing the ASMA program by the start of the bridge program.

Students bridging from the ASMA to ASR or BSDI (MRI or DMS primary pathway only) must:

- ☐ Be a graduate of the Cox College ASMA program.
- ☐ Meet the minimum program qualifications for desired program you are applying.

See ASR/BSDI (MRI/DMS) Degree Track Requirements

ASMA to MDCO Bridge

The bridge program exists between the Associate of Science in Medical Assisting (ASMA) and the Medical Billing/Coding Certificate (MDCO) Program. This bridge only applies to Cox College ASMA Program graduates and last semester students. To apply applicants must meet all of the academic

policies and qualifications of the desired program. Admission to the bridge program will be based on successfully completing the ASMA program by the start of the bridge program.

Students bridging from the ASMA to MDCO must:

- ☐ Be a graduate of the Cox College ASMA program.
- ☐ Meet the minimum program qualifications for desired program you are applying.

See MDCO Certificate Track Requirements

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.

