

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.

What does a Medical Assistant do?

Medical assistants are multi-skilled health professionals that work in tandem with medical staff in clinics and physicians' 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 health care facilities.*

What is the job outlook?

The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. Employment of medical assistants is projected to grow 19 percent from 2019 to 2029, much faster than the average for all occupations.*

*Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2014-15 Edition, Medical Assistants, on the Internet at <https://www.bls.gov/ooh/healthcare/medical-assistants.htm> (visited September 14, 2020).

ADMISSIONS CHECKLIST

1. Complete & submit the Cox College application along with the application fee online at [CoxCollege.edu](https://www.coxcollege.edu).
 - Contact our Admissions department at [417-269-3401](tel:417-269-3401) for assistance.

2. Complete your FAFSA application at fafsa.ed.gov. Our school code is **013877**.
 - Visit [FederalStudentAid.ed.gov](https://www.federalstudentaid.gov) for more information on financial aid.
 - Contact our Financial Aid department at [417-269-3401](tel:417-269-3401) for assistance.

3. Request that your official transcripts be sent to Cox College
 - We will need your high school transcript or GED.
 - We will need your transcripts from ALL colleges/universities in which you have completed college-level courses.
 - It can take up to three weeks for us to receive your transcripts once you have requested them to be sent.

Send applications materials to:

Cox College
1423 North Jefferson Avenue
Springfield, Missouri 65802
Fax: 417-631-0991
admissions@coxcollege.edu

MEDICAL ASSISTING PROGRAM

Three Track Options

Track One - Prepare for Certification Program

This track is for those who already hold a certificate or degree in Medical Assisting, but have not taken the certification examination or 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.

Track 2 - Medical Assisting Core

This is a fast track to working in the Medical Assisting field and can be completed in as little as two semesters. You will gain the needed education to sit for the certification examination that will make you marketable for RMA positions. Coursework is online with labs and practicum hours completed on campus or at an approved ambulatory care facility. This program can be taken as a full or part-time plan of study, and is designed to work with your schedule.

Courses		Credit Hours
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
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

Total Hours for Medical Assisting Core **33**

Track 3* - Associate of Science in Medical Assisting

This track is designed to work with your schedule and can be taken as a full or a part-time plan of study.

- Are you seeking to obtain an Associate of Science in Medical Assisting?
- Do you hold a CMA or RMA credentials as a Medical Assistant and desire to gain an Associate of Science degree?
- Are you looking to bridge into our other programs in the future?

Course-work is online with labs and practicum hours completed on campus or at an approved ambulatory care facility.

**Students in Track 3 will take the following courses, in addition to the courses listed in Track 2. These courses are selected to coincide with ASR, ASN, BSN, and BSDI curriculum requirements as much as possible.*

Track 3* - Associate of Science in Medical Assisting *(continued)*

Courses		Credit Hours
ENGL 150	English Composition	3
INFM 160	Computer Resources	1
MATH 150	Intermediate Algebra 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 208	Microbiology	4
BIOL 382	Pathophysiology	3
CHEM 103	Fundamentals of Chemistry	4
ENGL 207	Expository Writing	3
GOVT 101	Government and Politics in the United States	3
HUMN 108	Spanish for Healthcare Workers	3
HUMN 235	Common Reader	1
HUMN 238	Common Reader	3
MATH 227	Introduction to Statistics	3
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

Total Hours for Associate of Science in Medical Assisting 60

*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.

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

Cox College is accredited through the Higher Learning Commission.

