



Yakima Valley College Medical Assisting Program

Yakima Valley College offers a unique approach to obtain a variety of health profession certificates or degrees. Students complete classes delivered in a modular format, providing a distinctive learning environment which fits a variety of learning styles and individualized student schedules. On average 89% of classes are online.

Program Overview

Combining convenient on-line instruction, laboratory simulations, and supervised clinical practice, the YVC Medical Assisting Program prepares students for a career as a Medical Assistant. Instruction includes core courses essential to health care professionals as well as specialty courses in medical assisting. Simulations of patient examination rooms, a laboratory, and a front office reception/business area in the Allied Health Laboratory allow for hands-on practice of essential psycho-motor skills. Clinical practice in local physician's offices and clinics provide actual experiences to prepare students for entry level positions as a Medical Assistant.

The YVC Medical Assisting Certificate Program is 66 credits in length. Students may complete the course of study in four quarters of full time attendance. Part-time study is also available. A program application is required, with 40 students accepted annually, 20 students Fall Quarter (Aug. 1st) and 20 students Spring Quarter (March 1st). A competitive point system determines acceptance. Upon successful completion of the program, the graduate will receive a Certificate in Medical Assisting. The optional Associates of Applied Science (AAS) in Medical Assisting degree requires the student to complete 28 additional credits, for a total of 94. The Yakima Valley College Medical Assisting Certificate 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).

Career Overview

Medical Assistants are versatile health care professionals that have specific training to work in a physician's office or clinic. Medical Assistants may perform administrative skills and basic clerical functions, including writing business letters and memos, filing patient records, scheduling, preparing requisitions, telephone services, transcription, monitoring third party reimbursement, and medical coding. Additionally, Medical Assistants are proficient in many clinical skills, a few of which are obtaining vital signs, sterile technique, assisting with physical examinations and minor surgery, administering injections, laboratory procedures, phlebotomy, and sterilization of equipment by autoclaving.

Working Environment

Medical Assistants work in well-lighted, clean environments. There is constant interaction with people, either in person or by telephone. Medical Assistants most often work a regular 40-hour week, although part-time, evening, or weekend work may be available.

Personal Characteristics

The profession of Medical Assisting requires the ability to multi-task and use critical thinking skills. Prospective students should possess personal integrity, have the ability to pay close attention to detail, be conscientious, and orderly. Physical requirements include the ability to either sit or stand for long periods of time and the strength to lift supplies, lift and move patients, and maneuver heavy equipment. The nature of the career requires adequate vision, hearing and manual dexterity. Additionally, students must be willing to continue their education throughout their career to keep abreast of new developments in the field.

Employment Opportunities

According to the U.S. Bureau of Labor Statistics, Employment of medical assistants is projected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase 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

Program Requirements

Placement into Math 85 or completion of Math 75

Placement into English 101 or completion of English 95

Required Core Courses

The following core courses must be completed before acceptance into the Medical Assisting program. Courses taken at other institutions must meet equivalency requirements at YVC or approved by Medical Assisting Program Chair.

Core Courses	Course	Credits
AH 104	Math for Health Professions	3
AH 105	Introduction to Pharmacology	3
AH 108	Communication & Cultural Concepts in Health Care	3
AH 110	Human Body in Health and Disease	5
AH 119	Medical Terminology	5
AH 120	Human Body in Health and Disease II	5
AH 140	Medical Law and Ethics	2
AH 155	First Aid/ CPR/ HIV	2
PTECH 120	Professional Technical Writing	5
AHBC 101	Intro to Medical Coding	3
AHBC 102	Intro to Medical Billing	2

AH 155 First Aid/ CPR/ HIV: Proof of completion via a community source is acceptable. Certifications must remain current through completion of the Medical Assisting Program Externship courses.

Course Substitutions: Any and all substitute courses applied must be completed within 5 years of beginning the YVC Medical Assisting Program. The following course substitutions are acceptable:

- PTECH 120 Technical Writing
 - Eng&101 English Composition I
- AH 110 Human Body in Health and Disease I
 - BIOL&241 Human Anatomy and Physiology I
- AH 120 Human Body in Health and Disease II
 - BIOL&242 Human Anatomy and Physiology II

Additional Requirements

- Immunizations and CPR/First Aid/7-hr HIV/AIDS training
- Students are required to complete CPR/First Aid/7-hr HIV/AIDS training and immunizations prior to submitting an application.
- Back ground check and drug screen
- Criminal history background information and drug screening is required of students applying to the Medical Assisting program. Information obtained from the background check and/or drug screen will be considered in determining student eligibility to enter the program and/or complete clinical courses. Inability to participate in clinical experiences due to information obtained from the criminal history background check and/or drug screen may result in the student's inability to satisfactorily complete program requirements.

Application process

Students must meet with the program advisor while completing the Core Courses in order to receive an application packet for their specific program. Program application packets are also available by email. Students are responsible to open and read application packet materials in a timely fashion in order to complete requirements and meet application deadlines. No incomplete applications will be accepted.

Applications Are Due August 1 or March 1

Please Note: It is the student's responsibility to provide a current mailing address to the college registration office in order to receive mail notification. Acceptance status will not be given over the telephone. Current and active email address must also be maintained on file.

Program courses-after acceptance into Medical Assisting program

Program Specific/Lab Courses	Course	Credits
AHMA 115	Clinical Procedures I	7
AHMA 116	Clinical Procedures II	3
AHMA 125	Administrative Procedures	5
AHCN 105	Health Coaching and Navigation	1
Practicum	Course	Credits
AHMA 201	Externship	7
AHMA 202	Externship Seminar	1
AHMA 203	Certification Examination Preparation	4
Total Credits		66

Associate of Applied Science Degree Option

Medical Assisting students may complete the following requirements to obtain an Associate of Applied Science Degree.

Program Specific/Lab Courses	Course	Credits
AHMA 115	Clinical Procedures I	7
AHMA 116	Clinical Procedures II	3
AHMA 125	Administrative Procedures	5
AHCN 105	Health Coaching and Navigation	1
Practicum	Course	Credits
AHMA 201	Externship	7
AHMA 202	Externship Seminar	1
AHMA 203	Certification Examination Preparation	4

Practicum	Course	Credits
Total Credits		94
• Natural Science	Minimum of 5 credits	
• Social Science	Minimum of 5 credits	
• Electives	Minimum of 18 credits	

Getting Started in Medical Assistant Core Courses

Apply-for Admission & Financial Aid

- If not already admitted to YVC, a completed application for admission to the college must be submitted.
- Complete your FAFSA on-line at fafsa.gov

Assess-Your Skills

- Take a PLACEMENT EXAM or receive PLACEMENT through transfer courses or other means. PLACEMENT EXAMS are approximately 2-1/2 hours in length, test for readiness, and assist in placement in English and Mathematics classes. The cost is \$20.00, and a photo ID and your social security number is required. More information and dates/times/locations can be obtained by contacting the Counseling Center at (509) 574-4956.

Connect-With Your Advisor

- First letter of last name:
 - **A-L Lisa Dominguez** ldominguez@yvcc.edu
 - **M-Z Cami Pangrazi** cpangrazi@yvcc.edu
- Review your PLACEMENT scores with your advisor, explore career pathways, select your program of study
- Create an educational plan personalized to your needs
- Meet with your advisor each quarter to receive registration information and other important information related to achieving your goals.

Register

- [Register for classes in person or online](#)
- Pay tuition and fees, purchase your books, and Get Started!

Immunization Requirements

Documentation of all required immunizations must be submitted with the Allied Health Medical Assisting Program application form to be considered for acceptance into the program. If immunizations expire, or new requirements are added while the student is in the program, the students must obtain the necessary immunizations and provide documentation at his or her own expense.

Acceptable documentation of proof of immunization may include:

- A signed letter from your physician or physician's office
- A signed immunization record
- A copy of laboratory results demonstrating proof of immunity

- **Tuberculosis (TB) PPD Testing:**

- **Option 1:**

- 2 step TB skin test (1-3 weeks apart)
 - Past negative TB skin test for 3 consecutive years

- **Option 2:**

- IGRA – TB Blood Test (QuantiFERON TB Gold)

Students with a positive PPD must consult your advisor in determining what is your next best step in order to proceed to your clinical rotations.

- Tetanus, Diphtheria, Pertussis (Tdap): Within the last 8 years. Td is not acceptable as this vaccine does not contain Pertussis.
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- Measles, Mumps & Rubella (MMR): Documentation of 2 doses MMR vaccine or record of laboratory serology (titers) results proving immunity.
- Varicella (Chicken Pox): Student will be required to provide documentation of inoculation series (2 shots) or record of positive serology (titer) results.
- Hepatitis B (Hep B): Three injections are required over a six-month period. A titer may be done if the student believes they have had Hepatitis B vaccinations, but cannot find documentation. Surgical Technology students must have documentation of all three injections in the application packet to be considered for acceptance. Any conditions to this rule will be evaluated on a case by case basis.
- Hepatitis A (Hep A): Currently not required, but strongly recommended for all health care professionals. Two injections are required. The second one must be at least 6 months after the first one.
- **Current Year Seasonal Flu immunization:** Many of the drug stores currently administer flu shots. Seasonal flu shots are usually administered from late September to May for the current seasonal flu season.

If immunization status is not kept current and documented in the student's file, student will not be allowed to participate in the laboratory courses or the clinical courses.

Program Costs:

The following costs are **ESTIMATES** of the expenses students can expect during the program.

These costs do not include coursework taken prior to entry.

- Full time tuition per quarter (resident-\$121.09 per credit): \$1335.42*
- Books, supplies and miscellaneous fees:\$300-700*
- Immunizations (varies): \$300-500*
- Acceptance fee: \$37.00*
- Background check/drug screen: \$88.00*
- MA-C credential Application Fee for the WA State Department of Health: \$145

Total approximate costs for the one-year certificate program of 4 quarters of full-time attendance is \$9,461.94.

Total approximate costs for the Associates of Applied Science (AAS), 6 quarters of full-time attendance is \$12,852.46.

*Tuition and lab fees are subject to change.

**Rates subject to change; please see current rate listed in the Business Office (Deccio Higher Education Center).

The estimated costs do not include transportation, room and board, or other personal needs.

Approximate Additional Costs: Students may expect additional costs for these items if they are not already owned. These costs are approximate only and may vary widely.

- Shoes (for clinical lab and externship): \$30-\$100
- Uniform-scrub pants and tops (for clinical lab and externship): \$40-\$70 per set
- Watch with a second hand or mode: \$20-\$50
- Stethoscope with a bell and diaphragm: \$40-\$100.00

For more information about Medical Assisting Program at Yakima Valley College, please contact:

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