

# MEDICAL ASSISTANT

---

## Overview

**Degrees Offered:** Program Certificate

**Limited Enrollment:** Yes

**Program Begins:** Fall

**Delivery Method:** Online, On Campus

**Phone:** 701-224-2429

**Email:** bsc.cet@bismarckstate.edu

## Description

The Medical Assistant program focuses on student success through the delivery of affordable, flexible, high-quality, experiential learning enhanced by public-private partnerships.

A medical assistant is an integral healthcare delivery team member, qualified by education and experience to work in the administrative office, the examining room, and the physician's laboratory. Certified medical assistants perform hands-on patient care, such as taking blood pressure and drawing blood, and handling administrative and clerical duties, including taking a patient's medical history and scheduling appointments. This program will prepare you for the national certifying exam and employment as a medical assistant.

## Preparation

Students interested in entering the Medical Assistant program should understand healthcare. Successful students have a strong sense of responsibility, patience, and manual dexterity.

## Requirements

The Medical Assistant program is highly selective with limited enrollment. See Program Admission (p. 1) tab for more information.

Students who successfully complete the curriculum requirements earn an Program Certificate in Medical Assistant and are eligible to apply to take the National Center for Competency Training (NCCT) Medical Assistant Exam and the North Dakota State Board of Nursing Medical Assistant III Registry.

## Career Opportunities

Medical Assistants complete administrative and clinical tasks in hospitals, offices of physicians, and other healthcare facilities.

Medical Assistant career opportunities will grow by 16% from 2021-2031. Data from the Occupational Employment and Wage Statistics program, U.S. Department of Labor, U.S. Bureau of Labor Statistics: <https://www.bls.gov/ooh/healthcare/medical-assistants.htm>.

## College Admission

Review BSC's How to Apply page and complete the college admission requirements.

## Program Admission

### Pre-Application Requirements

Prior to applying to the Medical Assistant program student should:

- Provide proof of High School Diploma or GED Certificate
- Provide proof of current Nursing Assistant Certification or be prepared to obtain a Nursing Assistant Certification while enrolled in the program.

### Application

Admission occurs in the Fall.

Applications will be accepted for the current academic year up to August 9th.

- Complete the Medical Assistant Program Application.

### Pre-Acceptance Process

Upon receipt of all application materials, the Nursing Program Director will evaluate the applicant's file for completeness.

### Post-Acceptance Process

Once accepted into the program, students will be required to:

- Successfully complete a background check, provide proof of immunizations required by clinical affiliations, and drug screen at their own cost.
- **Note:** Clinical affiliates maintain sole discretion as to the student's ability to participate Clinical rotations and Preceptorship experience.
- Apply to obtain the North Dakota Board of Nursing Unlicensed Assistive Persons (UAP) registry before class start.
- Students for whom English is not their native language must complete an English Language Proficiency Test.

A certain level of English proficiency is necessary for academic success as well as for patient safety. In addition to general college English proficiency requirements, all applicants for whom English is not their native language (including International and/or U.S. residents) and have not attended 4 years of U.S. high school and achieved a HS GPA of 3.0 or higher must meet additional language proficiency requirements for admission to the Medical Assistant program.

To be considered for admission to the Medical Assistant program, English Language Learners (ELL) applicants must achieve minimum scores:

**Minimum TOEFL internet-based test (TOEFL IBT) test scores of:**

- Minimum cumulative score of 86 combined AND minimum individual scores of:
  - 26 in Speaking
  - 20 in Writing
  - 20 in Reading
  - 20 in Listening

**Minimum Duolingo English Test (DET) test scores of:**

- Minimum overall score of 115.
- It is expected that the applicant reaches a content score (variation as determined by the admission and progression committee) of 90 in the following four areas:
  - Literacy (Reading)
  - Comprehension (Listening)
  - Conversation (Speaking)
  - Production (Writing)

**Note:** Students for whom English is not their native language should be aware that they may not be able to complete the program of study within the described time frame. Students are encouraged to consult their advisor before submitting the program application. This gives the opportunity to discuss requirements and arrange to either take the English proficiency exam (TOEFL or DET) if applicable or seek assistance to be successful on the English proficiency exam in the future.

## Program Completion

- Students are required to earn "C" or higher or "T" (test credit) or "S" (satisfactory) in all prescribed program courses for successful completion of the program.
- Upon successful completion of the Medical Assistant curriculum, the student will receive a Program Certificate and is eligible to apply to take the National Center for Competency Training (NCCT) Medical Assistant Exam and the North Dakota State Board of Nursing Medical Assistant III Registry.

## Degree Plans

- Medical Assistant Program Certificate

## Program Learning Outcomes

Upon graduation, Medical Assistant students will be able to:

- Prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Prepare graduates to perform within the legal and ethical boundaries of the medical assistant's scope of practice.
- Prepare graduates to value the needs of each patient, their family, culture and beliefs. To prepare graduates to communicate effectively, professionally and be culturally sensitive with providers, staff and patients.
- Prepare graduates to participate as team members while in the office setting of their clinic/hospital To prepare graduates to maintain currency within their field through certification and continuing education
- Encourage the student to be a lifelong learner.