

What is a Medical Assistant?

Medical Assistants work in ambulatory care (clinics) and perform a wide range of administrative and clinical duties. They work with medical providers, nurses, physician assistants, behavioral health specialists, and other medical professionals to provide the best possible patient-centered care. Medical Assistants are trained to perform a number of administrative and clinical functions within the clinic.

Examples of common administrative duties include: patient registration and intake, referrals to specialists, prior authorizations for medication or medical procedures, and insurance verification.

Examples of common clinical duties include: rooming patients, collecting patient vital signs (e.g., blood pressure, temperature, pulse), collecting and documenting information in the electronic medical record (EMR), maintaining the clinic workflow, assisting in minor office procedures (e.g., toenail removals, laceration repair, pap smears), performing venipuncture (phlebotomy) and point of care testing (e.g., fasting lipid tests, urinalysis, strep tests), performing electrocardiograms, and administering vaccines.

Clackamas Community College provides a 49-credit Medical Assistant Program.

### Program Structure and Delivery



The Medical Assisting Program uses a cohort model of delivering quality instruction and support. This means students start the program together, learn together, and graduate together. The Medical Assisting Program starts in the Fall with students completing a 1-Year Certificate in Spring (total of 49 credits). The program consists of three terms of full-time study with the addition of three prerequisite courses.

The Clackamas Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of The Medical Assisting Educational Review Board (MAERB). Website: [www.caahep.org](http://www.caahep.org).

Students who successfully complete the Medical Assistant Program are eligible to take the American Association of Medical Assistants (AAMA) national credentialing exam.

## Oregon Health Authority Rules for Students in Clinical Training

The Medical Assisting Program follows the guidelines and requirements set forth by the Oregon Health Authority ([OAR 409-030-0100 to 409-030-025](#)). In order to obtain a clinical practicum or clinical experience, students must meet the following standards and requirements set forth by the State.

Note: If you have been convicted of a misdemeanor or felony, please contact the program director for additional information. Deadlines and due dates for completing OHA requirements may vary by program.

### Criminal Background Check

- Criminal background check must be completed prior to clinical placement and no more than three months before entering the program

### Drug Screen

- Drug Screen must be completed prior to clinical placement and no more than three months before entering the program

**TB Skin Test (2 Step) or Chest X-Ray** There must be documentation of **one** of the following:

- 2 step TB skin test **or**
- Quantiferon Gold blood test **or**
- If the results are positive a clear Chest X-Ray (with lab report) is required

**Tetanus, diphtheria, pertussis (Tdap)** There must be documentation of the following:

- Tdap/Td booster within the past 10 years

**Varicella (Chicken Pox)** There must be documentation of **one** of the following:

- 2 vaccinations **or**
- Positive antibody titer (lab report required) **or**
- Medically documented history of disease

**Measles, Mumps & Rubella (MMR)** There must be documentation of **one** of the following:

- 2 vaccinations **or**
- Positive antibody titers for all 3 components (lab reports required)

**Hepatitis B** There must be documentation of **one** of the following:

- 3 vaccinations **or**
- Positive antibody titer (lab report required)

**COVID-19** ([OAR 333-019-010](#))

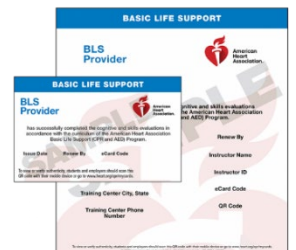
- 2 vaccinations Pfizer **or**
- 2 vaccinations Moderna **or**
- 1 vaccination Johnson & Johnson

**Flu Vaccine** (Recommended by OHA and required by some employers)

- Seasonal flu vaccine

**BLS/CPR Certification (Must be provider level and valid through the end date of the course)**

- Certification must be through the American Heart Association



## Employment Opportunities



### Medical Assistant

Medical Assistants work in family medicine, pediatrics, internal medicine, women’s health as well as specialty clinics (e.g., dermatology, gastroenterology, orthopedics).

Clackamas Community College has strong partnerships with OHSU, Providence Medical Group, Legacy Medical Group, Oregon Clinic, Metro Pediatrics, as well as smaller organizations.

- ✓ Potential salary for Medical Assistants in Oregon: \$40,000 annually (Oregon Employment Department)

## Estimated Program Cost (In-State)



**Don’t let cost become a barrier!** Clackamas Community College offers numerous scholarships and grants.

- Clackamas Community College [Scholarships](#)
- Clackamas Community College [Grants](#)
- Clackamas Community College [Financial Aid](#)
- Clackamas Community College [Workforce Development](#)

The estimated cost of the Medical Assistant Program includes tuition, books, and additional fees associated with obtaining a national credential.

PROGRAM COSTS	
Tuition & Fees (3 terms, 49 credits)	\$6,365.00
Textbooks	\$348.00
ADDITIONAL ITEMS	
Uniform (Scrubs)	\$40 to \$60
CMA ( <a href="#">AAMA</a> ) national certification exam Upon successful completion of the Medical Assisting Program, students will be eligible to sit for the American Association of Medical Assistants (AAMA) national credentialing exam.	\$125
<b>ESTIMATED TOTAL PROGRAM COST:</b> Note: this does not include prerequisite requirements, the criminal background check, drug screen, BLS/CPR or immunization requirements.	<b>\$6,898.00</b>

**Optional Items:** AAMA Practice Test and AAMA Membership

## Advising Information

It is recommended to meet with a Health Science Advisor prior to applying to the program. Our advisors will help answer pre-requisite program requirements.

Tracy Pantano-Rumsey, Academic Advisor

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Phil Reid, Academic Advisor

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## ACADEMIC REQUIREMENTS

The Medical Assisting Program (MA) requires students complete the following academic pre-requisite requirements.

Prerequisite or Clackamas Community College (PASS) placement tests:

- ✓ MA-110 Medical Terminology
- ✓ WR-121 English Composition or WR 101 Occupational Writing
- ✓ BI-120 Intro to Human Anatomy and Physiology **or**
  - BI 101 & BI 102
  - BI 231, 232, & 233

Submit your unofficial transcripts or Clackamas Community College (PASS) placement test scores to: [Allied Health Admissions@clackamas.edu](mailto:Allied_Health_Admissions@clackamas.edu) (please indicate which program you are applying for in the email subject line).

## ESSENTIAL FUNCTIONS

To be successful in the Medical Assisting program and become employable, the student must be able to perform essential functions expected of the MA (see list below). Please contact the MA program regarding questions or concerns about these requirements.

Students must have the physical, intellectual and emotional abilities to provide safe patient care; visual acuity, hearing, speech, manual dexterity, physical strength, and endurance must be maintained as well. The practice of medical assisting requires the following functional abilities with or without reasonable accommodations:

Essential Function	Example
<b>Visual acuity</b> (clearness of vision)	With or without corrective lenses sufficient to assess patients and their own environments.  Detect changes in skin color or condition; collect data from recording equipment and measurement devices used in patient care; detect a fire in a patient area and initiate emergency action; reading and following instructions pertaining to medical

	assisting materials; ability to perform procedures involving fine detail, including the use of indirect field of vision.
<b>Hearing ability</b>	With or without hearing aids to hear a patient's call for help, to auscultate a patient's vital signs, and their own environment.  Detect sounds related to bodily functions using a stethoscope; detect audible alarms within the frequency and volume ranges of sounds generated by mechanical systems that monitor bodily functions; hear clearly during telephone conversations; effectively hear to communicate with patients and other healthcare team members.
<b>Olfactory ability</b> (smells)	Detect smoke from burning materials; detect odors from hazardous material spills.
<b>Tactile ability</b> (sense of touch)	Read and record patient vital signs; detect unsafe temperature levels in heat-producing devices used in patient care; perform patient care procedures; detect anatomical abnormalities.
<b>Strength and Mobility</b>	Ability to lift 25lbs; prolonged time sitting and/or standing on feet (8-12 hours); repetitive bending and twisting.
<b>Ability to speak, comprehend, read, and write in English</b>	Able to question the patient about his/her condition; accurately relay information about the patient both verbally and in written communication to others.
<b>Fine motor skills</b> (ability to make movements using the small muscles in your hands or wrists)	Demonstrate eye/hand coordination; safely dispose of needles in sharps containers; safely perform venipuncture and intramuscular, subcutaneous, and intradermal injections.
<b>Emotional stability</b> to function effectively under stress	Ability to adapt to changing situations and to follow through on assigned patient care responsibilities.
<b>Cognitive ability</b> (reasoning and/or thinking)	Ability to collect, analyze, apply information.  Ability to make clinical judgments and manage decisions that promote positive patient outcomes.

ADA Accommodations: The Americans with Disabilities Act of 1991 (ADA) mandates that reasonable accommodations must be made for individuals with disabilities. Any student who may need an accommodation for a disability should make an appointment with the Program Director and the [Disability Resource Center](#).

## Application Information

Please be sure to complete each of the steps below:

**Step 1:** Review all information provided on the website before completing your online application. Website information link: [Medical Assisting Program](#)

**Step2:** Submit your unofficial transcripts or Clackamas Community College (PASS) placement test scores for the below pre-requisites to: [Allied Health Admissions@clackamas.edu](mailto:Allied_Health_Admissions@clackamas.edu) (indicate which program you are applying for in the subject of your email)

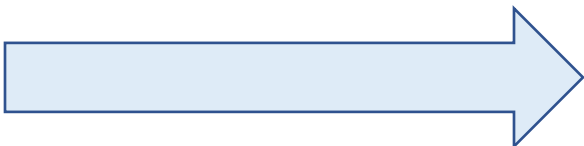
- ✓ MA-110 Medical Terminology
- ✓ WR-121 English Composition or WR 101 Occupational Writing
- ✓ BI-120 Intro to Human Anatomy and Physiology **or**
  - BI 101 & BI 102
  - BI 231, 232, & 233

**Step 3:** Complete the online application by going to the Medical Assisting Program website or use the QR code below. *You will type your responses for the two essay questions directly into the application.*



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See next page for essay questions and rubrics.



## APPLICATION ESSAY QUESTIONS and SCORING RUBRICS

The Medical Assisting application requires prospective students to answer two essay questions. The applications are “de-identified” prior to reviewing and scoring essays to reduce bias. It is recommended students meet with one of the Health Sciences Academic Advisor prior to completing your application.

**Essay 1: (300 words or less)** Having strong essential skills is imperative in healthcare today. We see some of these skills as teamwork, empathy, flexibility, time management, or creative thinking. They all help us serve our patient population. Please choose one of the above essential skills and share how you believe this will help you be successful in this program. Please include how you have developed this skill and an example of how you currently use this skill in your daily life?

**Note:** We are asking this question because we want know how you would incorporate one of these skills in the MA program.

	Criterion	Response Exceeds Expectations (5 points)	Response Meets Expectations (4 points)	Response Indicates and Opportunity for Growth and Reflection (3 points)
<b>Essay 1 Content</b>	The candidate chose one essential skill and shared how this would help them be successful in the MA program	Response provides a clear and detailed statement about the candidate’s skill for completing the MA program	Response provides a clear statement of the candidate’s goals for completing the MA program	Response shows an opportunity for the candidate to reflect more on how they would use an essential skill to be successful in the program.
	The candidate included how to develop the essential skill and how they used the skill in their daily life.	Response provides a clear and detailed statement about how they have developed essential skills and how they used them in their daily life.	Response provides a clear statement about how they have developed essential skills and how they used them in their daily life.	Response shows an opportunity for the candidate to reflect more on how they have developed essential skills and how they used them in their daily life.

**Essay 2: (300 words or less)** The Admissions team would like to know more about what makes you a well-rounded applicant. Please share what experiences lead you to the medical field and medical assisting specifically. Please share with us what makes you a unique and strong candidate for this program.

*Note: We are asking this question because students in the MA program we recognize that candidates have additional skills and experience they have gained that make them a strong candidate.*

	Criterion	Response Exceeds Expectations (5 points)	Response Meets Expectations (4 points)	Response Indicates and Opportunity for Growth and Reflection (3 points)
<b>Essay 2 Content</b>	The candidate describes what experiences lead you to the medical field and medical assisting specifically.	Response provides a clear and detailed statement about what experiences lead you to the medical field and medical assisting specifically.	Response provides a clear statement about what experiences lead you to the medical field and medical assisting specifically.	Response shows an opportunity for the candidate to reflect more on what experiences lead you to the medical field and medical assisting specifically.
	The candidate describes what makes you a unique and strong candidate for this program	Response provides a clear and detailed statement about what makes them a unique and strong candidate for this program.	Response provides a clear statement about what makes them a unique and strong candidate for this program.	Response shows and opportunity for the candidate to reflect more about what makes them a unique and strong candidate for this program.



## Program Contacts

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