

Why Medical Assisting?

- Medical assistants are trained to do everything necessary to work in a medical office, including both administrative and clinical skills.
- With their unique versatility, medical assistants are proving to be the allied health professional of choice for this decade and beyond.
- The program's placement rate for graduates is 93 – 100 percent.
- ENMU-Roswell's program is one of three CAAHEP accredited programs in New Mexico.



Medical Assisting



ENMUR
EASTERN NEW MEXICO UNIVERSITY ROSWELL
The Community University

MEDICAL ASSISTING PROGRAM
PO Box 6000
Roswell, NM 88202-6000

575.624.7268

roswell.enmu.edu



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Program Overview

Medical Assistants are multi-skilled health professionals specifically trained to work in physician's offices performing administrative and clinical duties. The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited program offers the student an opportunity to earn a certificate in medical assisting and be eligible to take the CMA (AAMA) exam to become a Certified Medical Assistant.

Students will learn a variety of administrative skills. These include answering telephones and screening calls; appointment scheduling; billing and collection techniques; insurance claims processing and coding; and office management skills and payroll. Student will also learn clinical skills, including taking a patient history; entering electronic medical records; scribing for physician; taking vital signs (blood pressure, temperature, pulse, respirations); drawing blood for lab tests; sterilizing instruments; and assisting the doctor with office surgery and/or procedures and injections.

Completion Options

The Certificate of Occupational Training program is three semesters (38 credits) beginning in the fall semester and ending with a practicum in a physician's office in the summer semester. Students can also receive an Associate of Applied Science degree by completing the certificate requirements and then taking another 26 credits for two additional semesters.

The Associate of Applied Science in Medical Assisting transfers into a Bachelor of Applied Arts and Science or Bachelor of Occupational Education at ENMU.

See the current catalog for the complete Certificate and Associate of Applied Science degree programs. Course availability varies each semester.

Certificate of OT - 38 credit hours

MDST 102	Medical Terminology	3
MDST 104	Administrative Medical Skills I.....	2
MDST 104L	Administrative Medical Skills I	1
MDST 105C	Clinical Medical Assisting I.....	2
MDST 106	Professional Development.....	3
MDST 103	Anatomy and Physiology for Allied Health...	3
MDST 107	Clinical Medical Assisting II.....	2
MDST 107L	Clinical Medical Assisting II.....	1
MDST 108	Pharmacology for Allied Health.....	3
MDST 109	Administrative Medical Skills II.....	1
MDST 109L	Administrative Medical Skills II.....	1
MDST 113	Medical Technology.....	2
MDST 113L	Medical Technology.....	1
MDST 123	Medical Scribe Skills.....	3
MDST 111L	Medical Assisting Practicum	4
MDST 112	Certification Review	2

Program Learning Outcomes

In addition to supporting institutional learning outcomes and building upon the foundational general education outcomes, upon completion of this program students will be able to:

- Demonstrate clinical skills including vital signs, heights, and weights, ECGs, visual and hearing testing, spirometry, and administering injections.
- Prepare a patient for an office procedure or surgery using sterile technique.
- Apply critical thinking when taking a patient history.
- Manage administrative duties including scheduling appointments, routing phone calls, filing insurance claims, posting payments and preparing and sending patient statements.
- Demonstrate proper methods of venipuncture and waived lab testing.

Career Outlook

As one of the fastest growing allied health care careers, medical assisting offers terrific opportunities for advancement. Medical assistants can advance to office manager, clinical supervisor, or qualify for a variety of administrative support occupations. Some medical assistants choose to teach medical assisting. Others choose to obtain a bachelor's degree in human services, health promotion, or health services management. Medical assistants are paid competitive wages and can receive valuable benefits. More importantly, they have the satisfaction of knowing that they are helping others and making a positive difference in people's lives.

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P.O. Box 6000

Roswell, NM 88202-6000

Phone: 575-624-7268

Web: roswell.enmu.edu

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