

## IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

**PROGRAM TITLE: MEDICAL ASSISTING**

Information included in this handout may change at anytime without notice and should not be considered as a binding contract between Idaho State University and students.

**Program Options & Length:**

Medical Assisting, Associate of Applied Science degree

5 Semesters

**Entry dates  
for this program:**  
August

**Approximate cost  
for books, tools,  
& supplies:**  
**\$1,716.00 to \$1,936.00**  
(See below for registration fees.)

**For more information,  
Contact:**  
Idaho State University  
College of Technology  
Student Services Office  
921 S 8<sup>th</sup> Ave. STOP 8380  
Pocatello, ID 83209-8380  
208-282-2622  
e-mail: [ctech@isu.edu](mailto:ctech@isu.edu)  
[www.isu.edu/ctech/](http://www.isu.edu/ctech/)

**Job Description:** Medical Assistants help physicians examine and treat patients and perform routine tasks to keep offices running smoothly. The duties of Medical Assistants vary depending on the location and size of the practice and the physician's specialty. You will be dealing with the public, scheduling appointments, processing insurance claims, bookkeeping, etc. Your duties may also include some transcription of medical reports and other duties as assigned by your employer which include a wide variety of clerical tasks. Clinical duties vary according to state law and include taking and recording vital signs and medical histories, explaining treatment procedures to patients, preparing patients for examination, assisting during the examination, drawing blood and collecting specimen samples, and performing basic lab procedures. You may be employed by a medical office, clinic, public health agency or similar setting.

**Educational Requirements:** Completion of high school or GED is required.

**Helpful High School Courses:**

Accounting   Algebra   Anatomy &amp; Physiology   Biology   Computers   English

**TUITION AND FEES**

Fees apply to the current Idaho State University fee schedule located at <http://www.isu.edu/finserv/costinfo.shtml>.

Fees include **mandatory** student health insurance, any student with existing health insurance coverage may be exempt and waivers are available at <http://www.isu.edu/stuhlth/insurance/pp.html>.

**Idaho State University subscribes to the principles and laws of the State of Idaho and the federal government, including applicable executive orders pertaining to civil rights. All rights, privileges, and activities of the University are made available without regard to race, creed, color, sex, age, disability, national origin or veteran status. The University is an Equal Opportunity and Affirmative Action employer. Evidence of practices that are not consistent with such a policy should be reported to: Leonard E. "Buddy" Frazier, Affirmative Action Director; Museum Building, Room 422 Box 8315.E-mail [frazleon@isu.edu](mailto:frazleon@isu.edu), (208) 282-3964.**

**Idaho State University is committed to equal opportunity in education for all students, including those with documented disabilities. If you have a diagnosed disability or if you believe that you have a disability that might require reasonable accommodations, please contact: Dennis J. Toney, ADA Disabilities and Resource Center Director; Gravelly Hall, Room 123 Box 8121.E-mail [tonedenn@isu.edu](mailto:tonedenn@isu.edu), (208)282-3599.**

**Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.**

**ADMISSION REQUIREMENTS FOR MEDICAL ASSISTING**

1. Submit completed application for admission to ISU College of Technology.
2. Submit an official high school transcript or GED scores. (Not required if you have completed 14 or more college credits.)
3. Submit official transcripts from all colleges/universities attended.
4. Complete the COMPASS placement test. Applicants must score a minimum of 68 in Writing Skills in order to register for English 101. Applicants must score a minimum of 45 in Algebra in order to register for Math 123. If scores fall below the established requirements, discuss options with a Student Services' Counselor.

**NOTE**

ACT scores of 19 or higher in Mathematics and 18 or higher in English or appropriate college courses may be substituted for COMPASS testing. ACT scores are not required for acceptance to the College of Technology; however they are required to qualify for some scholarships.

5. Meet with a counselor to qualify for acceptance. All applicants are required to meet with the program coordinator prior to program acceptance.
6. Complete [background check](#), and screening per department policy upon acceptance into the program.
7. Submit proof of current immunizations and good health status prior to clinicals to MA faculty

The ISU College of Technology Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Educational Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Educational Programs  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350

Graduates will be eligible to take the national certification exam for the Certified Medical Assistant (CMA). Individuals who have been convicted of a felony are not eligible to take the CMA Exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances.

## IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

**PROGRAM TITLE: MEDICAL ASSISTING****COURSE SEQUENCE**

The Medical Assistant Curriculum is sequenced to provide the student with the best possible learning experience. Students who do not complete proper class sequence each semester will not progress to the next semester. ALL classes must be completed with a grade of "C" or higher to progress to any Clinical or Externship course

**FALL I MA CLASS SEQUENCING**

Course #	Course Title	Credits
ENGL 101	English Composition	3
BI 170 OR CIS 101	Introduction to Computers	3
HO 105	Introduction to Allied Health Careers	2
HO 106	Medical Terminology	2
HO 111 OR BIOL 301-302	Anatomy & Physiology or Academic Anatomy & Physiology	4 (8)
MATH 123	Mathematics in Modern Society	3
TOTAL		17

**\*\*Background check, drug testing, full physical exam and completed immunizations must be completed by the end of the 1<sup>st</sup> spring semester in order to progress in program.**

**SPRING I By MA Adviser Approval Only**

Course #	Course Title	Credits
ENGL 102	Critical Reading and Writing	3
PSYC 101	Psychology	3
HO 208	Intro to Pathology	3
BIOL 101/101L	Human Biology/Lab	4
MA 104	Intro to Medical Assisting, Administrative I	4
TOTAL		17

**FALL II By MA Adviser Approval Only**

Course #	Course Title	Credits
HO107	Medical Law and Ethics	3
HO 209	Drugs and their Uses (Pharmacology)	3
HIT 208	ICD-9-CM Coding	3
HIT 209	CPT Coding	3
MA 200	Clinical Basics	4
TOTAL		16

**SPRING II By MA Adviser Approval Only**

Course #	Course Title	Credits
MA 202	Administration of Meds/Phlebotomy	4
MA 203	Computers in Medical Assisting	4
MA 205	Clinical II	4
MA 207	Professional Development	1
TOTAL		13

**FALL III By MA Adviser Approval Only**

Course #	Course Title	Credits
MA 204	Clinical Externship	6
MA 204S	Clinical Externship Seminar	1
MA 206	Administrative Externship	2
MA 206S	Administrative Externship Seminar	1
MA 208	Clinical Medical Assisting III	4
TOTAL		14

## IDAHO STATE UNIVERSITY COLLEGE OF TECHNOLOGY

**PROGRAM TITLE: MEDICAL ASSISTING****BOOK AND TOOL LIST**

Textbooks may be purchased at the University Bookstore located at the Pond Student Union - Building #14. Textbooks may also be purchased or reserved on-line through [www.efollett.com](http://www.efollett.com) or the bookstore's website at [www.isu.edu/bookstor](http://www.isu.edu/bookstor). Payments may be made with cash, check, VISA, Mastercard, American Express, or Discover. A shipping charge will be added for mail orders. See the bookstore's website for more information on purchasing or reserving books or for refund policy information. **Save Your Receipts!**

**Approximate total book and tool costs for this program's options are listed below.  
Additional book costs will vary depending on the courses taken to fulfill  
general education requirements for the AAS degree.  
For a breakdown of books by individual class requirements, you must check your course  
curriculum.**

**NOTE: PRICES ARE SUBJECT TO CHANGE AT ANYTIME WITHOUT PRIOR NOTIFICATION**

**I. BOOKS****FIRST FALL SEMESTER**

DESCRIPTION	APPROXIMATE PRICE	
<b>BI 170 INTRO TO COMPUTERS</b>		
GO WITH MICROSOFT OFFICE 2007 + MYITLAB	0132426169	124.00
<b>HO 105 INTRODUCTION TO ALLIED HEALTH CAREERS</b>		
INTRO TO HEALTH PROFESSIONS	0763700492	73.00
<b>HO 106 MEDICAL TERMINOLOGY</b>		
EXPLORING MEDICAL LANGUAGE (W/CARDS & CD ROM & 4 CD'S)	0323051835	73.00
CONCISE MEDICAL DICTIONARY (W/CD)	0781730120	35.00
<b>HO 111 ANATOMY &amp; PHYSIOLOGY</b>		
ESSENTIALS OF HUMAN ANATOMY & PHYS	0073228051	136.00
ANATONY & PHYS REVEALED 2.0 (CASE) (CD-ROM)	0073378077	40.00
<b>TOTAL BOOKS – FIRST FALL SEMESTER</b>		<b>\$481.00</b>

**FIRST SPRING SEMESTER**

DESCRIPTION	APPROXIMATE PRICE	
<b>HO 208 INTRO TO PATHOLOGY</b>		
HUMAN DISEASES (W/CD)	1401870881	84.00
HANDBOOK OF PATHOPHYSIOLOGY	1582553023	43.00
<b>MA 104 INTRO TO MEDICAL ASSISTING</b>		
ADMINISTRATIVE MEDICAL ASSISTING (W/CD)	1418064112	109.00
ADMINISTRATIVE MEDICAL ASSISTING (WRKBK)	1418064129	74.00
<b>TOTAL BOOKS – FIRST SPRING SEMESTER</b>		<b>\$310.00</b>

**SECOND FALL SEMESTER**

<b>DESCRIPTION</b>	<b>APPROXIMATE PRICE</b>	
<b>HO 107 MEDICAL LAW AND ETHICS</b>		
MEDICAL LAW AND ETHICS	0135129043	51.00
<b>HO 209 DRUGS AND THEIR USES (PHARMACOLOGY)</b>		
UNDERSTANDING PHARMACOLOGY FOR HEALTH PROFESSIONALS	0130417428	66.00
<b>HIT 208 ICD CODING</b>		
BASIC ICD-9-CM CODING 2004	1584261285	94.00
SAUNDERS 2004 ICD-9-CM VOLUMES 1, 2, & 3 AND HCPCS LEVEL II	0721602169	90.00
Class fee (HIT 208)		5.00
<b>HIT 209 CPT CODING</b>		
CPT 2004 (Standard Edition)	1579474209	72.00
STEP-BY-STEP MEDICAL CODING (Set: txt/qck gde)	0721601715	53.00
Class fee (HIT 209)		5.00
<b>TOTAL BOOKS – SECOND FALL SEMESTER</b>		<b>\$436.00</b>

**II. SUPPLIES AND OTHER EXPENSES**

<b>DESCRIPTION</b>	<b>APPROXIMATE PRICE</b>
Insurance, Malpractice	14.00
Cost of physical exam <b>and</b> immunizations required prior to clinical	300.00 - 500.00
Coat, Lab/Uniform (Medical Mart)	40.00 - 60.00
Student Organization fees (\$5 per semester)	20.00
AAMA National Certification exam	95.00
Optional class fee (MA 199 - Special Topics)	(25.00)
Graduation Application fee for First Degree/Certificate	20.00
<b>APPROXIMATE TOTAL SUPPLIES AND OTHER EXPENSES</b>	<b>\$489.00-\$709.00</b>

<b>APPROXIMATE TOTAL BOOKS, SUPPLIES, AND OTHER EXPENSES</b>	<b>\$1,716.00-\$1,936.00</b>
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ANTICIPATE ADDITIONAL EXPENSES ASSOCIATED WITH THIS PROGRAM:

**TEXTBOOKS ASSOCIATED WITH ACADEMIC COURSES,**

TRANSPORTATION, PARKING, CHILD CARE, HOUSING.

YOU MUST CHECK YOUR CLASS SCHEDULE TO DETERMINE TEXTBOOKS REQUIRED BY INSTRUCTOR.