

**S** | **SUMNER**  
**COLLEGE**

*Education with Integrity*



[www.sumnercollege.edu](http://www.sumnercollege.edu)

**MEDICAL ASSISTING**

4/15/2020

# MEDICAL ASSISTING PROGRAM



**Class Schedule:** Monday through Friday from 10:00 AM to 4:00 PM

**Location:** Cascade Station & The Annex

Medical Assistants play a vital role in the healthcare field by working collaboratively with members of a health care team in doctors' offices, medical clinics, hospitals, and specialty practices. This 30 week program is designed to provide students with the administrative and clinical skills necessary to deliver safe, quality care in ambulatory settings. Our program provides classroom instruction and practicum experience that prepares students for a successful career as a Certified Medical Assistant.

## *Tasks Performed by Medical Assistants Include:*

- Record patients' medical history, vital statistics, or information such as test results in medical records
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean
- Perform and assist with routine patient procedures and care as they relate to a medical setting
- Show patients to examination rooms and prepare them for the physician
- Prepare and administer medications as directed by a physician
- Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing
- Authorize drug refills and provide prescription information to pharmacies
- Explain treatment procedures, medications, diets, or physicians' instructions to patients
- Clean and sterilize instruments and dispose of contaminated supplies
- Perform routine laboratory tests and sample analysis

Our Medical Assisting Program is approved by the Office of Degree Authorization (ODA) and accredited by the Accrediting Bureau of Health Education Schools (ABHES), and approved by the Department of Education.

Upon completion of the program, graduates will be prepared to sit for the CMA (AAMA) Certification Exam. Only graduates of medical assisting programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES) are eligible to take the (AAMA) Certification Examination.

Graduates of the Medical Assisting Program will be reimbursed for the costs associated with AAMA Certification if they sit for the exam within 45 days of the program end date.

“I realized I wanted to make a difference in people’s lives.”

~Emily S.  
Sumner Graduate



## MEDICAL ASSISTING PROGRAM

Length of Program: 30 Weeks, 3 Terms

Total Credits: 46.0

Credential: Diploma

Location: Cascade Station and The Annex

### Term 1

MA 100 - Clinical Theory and Application ..... Credits 6.0

The course covers the fundamental foundation of concepts for the Medical Assistant. An introduction to the principles and application of patient centered care is the focal point of this course, in order to gain a better understanding of an MA's role in a healthcare setting. An overview of human behavior and patient behavior are covered. Professional communication and communication with patients are covered as well.

MA 115 - Medical Office Management ..... Credits 3.0

ENG 102 - English Composition ..... Credits 4.0

HUM 100 - Global Populations ..... Credits 3.0

MED 101 - Medical Terminology ..... Credits 2.0

### Term 2

MA 101 - Clinical Principles and Application ..... Credits 6.0

The course covers the basic principle and foundation of the Medical Assistant career. A focus on client and patient centered treatment is at the forefront of this course. Concepts and application are covered on how to assist with a physical examination and working within a healthcare team, the study of health care delivery systems, office management, and interpersonal communication are the focal point of this course. Topics include patient education, obtaining a medical history and vital signs, sterilizing equipment, assisting with minor office surgery, and understanding diet and nutrition history.

MA 130 - Human Anatomy And Physiology ..... Credits 4.0

MA 120 - Pharmacology for Medical Assistants ..... Credits 3.0

PSY 101 - Psychology I ..... Credits 4.0

### Term 3

MA 200 - MA Externship ..... Credits 8.0

Upon successful completion of all required Medical Assisting (MA) program courses, labs and clinical nursing, the student has the opportunity to integrate and apply the content of the MA curriculum. Students participate in an on-the-job experience in an affiliated healthcare facility. The course prepares students to work in a medical office; assisting physicians and office personnel by performing assigned duties in both administrative and clinical procedures. The work experience is supported by instructor site visits and facility reviews. Students are evaluated for technical proficiency and professionalism by their supervisor using criteria established by the coordinator in conjunction with the healthcare facility standards of performance.

PRD 120 - Professionalism ..... Credits 3.0

# Application Process

Individuals applying for the Medical Assistant Program must meet the following requirements to be considered for admittance. Submission of an application does not guarantee admission into the program. Previous enrollment in a program at Sumner College does not guarantee admission into the program. Work experience in the medical field is not required to be considered for acceptance into the program. Students interested in this program must complete a two page application form.

## PROGRAM REQUIREMENTS

High School Diploma or GED Applicants must possess one of the following and be at least 18 years of age:

- a) Students must provide a copy of their high school diploma (or recognized equivalent) or signed attestation verifying prior education.
- b) GED or equivalent issued from a state authority

## ACCUPLACER TEST

Applicants must complete a Accuplacer test request form prior to taking the exam. There is a \$15.00 non-refundable testing fee due at the time you reserve your testing date. This fee is applied to the registration fee if a student is admitted to the program. The Accuplacer test is comprised of three different sections covering Math Diagnostics, Reading Diagnostics, and Writing Diagnostics. Each section is weighted equally. The test is a multiple choice assessment of basic academic knowledge in reading, mathematics, and writing. A minimum of 3 points must be achieved on the Accuplacer test in order to move forward with the application process.

## ADMISSIONS INTERVIEW

All applicants are required to attend a mandatory appointment with a Sumner College Admissions Representative. This appointment focuses on admissions and program requirements, curriculum and credit hours, class schedules, and clinical experiences. Prospective students have the opportunity to discuss any questions they may have about the program or the college at this time. Additional admission appointments may be arranged at the request of the student.

## FINAL SELECTION

Applicants who complete the steps above will be admitted into the program.

Drug screening and background check are required for this program.

## TUITION AND FEES

\$50 - Registration Fee  
\$2,100 - Lab fee  
\$11,270 - Program Tuition  
\$40 - Graduation Fee

**\$13,460 - Total Cost of the Program**

## APPLICATION

Applications can be submitted to the front desk at the Cascade Station campus, via email, or standard mail.

Sumner College

Email: [admissions@sumnercollege.edu](mailto:admissions@sumnercollege.edu)

Attn: MA Application

8338 NE Alderwood Road Ste.100 Portland, OR 97220



# Why Summer College?

Program can be completed in 7.5 months

30 week program

Skills labs provide hands on practice to prepare you for clinical experience

Class size is limited to 20 students per cohort

Affordable tuition for a career in high demand

The college schedules all of the courses to assure course requirements can be completed in 3 terms

Graduates can start working in the field in less than 8 months



*“Employment of medical assistants is projected to grow 29 percent from 2016 to 2026, 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.”*

Medical Assistants - Bureau of Labor Statistics April 16, 2018

# Why Medical Assisting?

High Demand

Above Average pay

Medical Benefits

Vision Insurance

Dental Benefits

Paid Time Off

Overtime and Holiday Pay

401k with Employer Matching

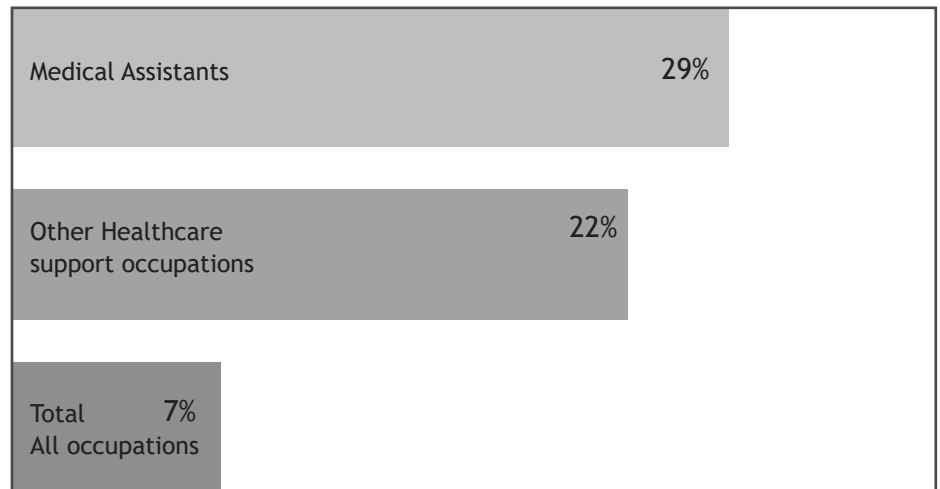
Stock Options

Advancement Opportunities

Flexible Schedule

## Medical Assistants

Percent change in employment, projected 2016-2026



Note: All Occupations includes all occupations in the U.S. Economy.  
source: U.S. Bureau of Labor Statistics, Employment Projections program

*“I really want to help people and be able to make a difference in their lives.”*

-Allison E.

Sumner Graduate

# Career Outlook

## Primary Care and Specialty Clinics

Family Practice  
Women's Healthcare  
Outpatient Care  
Urgent Care  
Health Department  
Occupational Medicine  
Nephrology  
Chiropractic Office  
Primary Care

Psychiatric & Behavioral Health  
Pediatric  
Pulmonology  
Orthopedic  
Urology  
ENT  
Dermatology  
Podiatry  
Internal Medicine

Oncology  
Endocrinology  
Rheumatology

### Administrative

Patient Care Navigator  
Patient Services

## Occupational Outlook

According to the Bureau of Labor and statistics, Employment of medical assistants is projected to grow 29 percent from 2016 to 2026, much faster than the average for all occupations. The American Association of Medical Assistants states, "The demand for medical assistants is driving this expansion. Employers are seeking and recruiting these allied health professionals because of their uniquely diverse clinical and administrative training." Medical Assistants are highly versatile professionals and perform a wide scope of duties ranging from, taking vital signs to drawing blood and administering injections. These skills enable medical assistants to obtain employment in a variety of settings such as, primary care clinics, a plethora of specialty offices, and urgent care facilities.

## Medical Assistant Earning Potential

Median annual wage for medical assistants is \$32,480 and \$15.61 per hour. Projected job openings between 2016-2026 are 94,900. The Bureau of Labor and Statistics, American Association of Medical Assistants and Occupational Information Network show that there are several factors influencing these averages which include certification, work setting, years of experience, and regional location. The Pacific Northwest averaged higher salaries overall.

### Oregon - \$34,050

Projected employment for Medical Assistants in 2026 is 13,900. Oregon's median annual wage is \$34,050 and \$17.24 per hour. Medical facilities searching for medical assistants are OHSU, Providence, Multnomah County, Kaiser, Legacy, Specialty clinics, and many more.

### Washington - \$35,723

Projected employment for Medical Assistants in 2026 is 17,480. Washington's median annual wage is \$35,723 and \$18.35 per hour. Medical facilities searching for medical assistants are The Vancouver Clinic, Adventist Health, SEA MAR, Specialty clinics, and many more.

While Sumner College cannot guarantee employment or Medical Assisting salary figures, it can be helpful to know that you're entering a field with positive growth expectations.

# Application for Admission



Associate Degree in Nursing       Practical Nursing       Medical Assisting

## Personal Information

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Street Apartment

City State Zip

Home Phone Work Phone Cell Phone

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

Email address: \_\_\_\_\_

Have you previously applied and been denied admission to Sumner College: \_\_\_\_\_

If yes, please provide dates and the name under which you previously applied: \_\_\_\_\_

Have you previously been enrolled in at Sumner College: \_\_\_ Yes \_\_\_ No

If yes, please provide dates and the name under which you previously applied: \_\_\_\_\_

Are you a U.S. Citizen? \_\_\_ Yes \_\_\_ No Country of Citizenship: \_\_\_\_\_

\* NOTE: If you are not a U.S. Citizen please send a copy of your permanent residency status

When do plan to begin classes: (Month) \_\_\_\_\_

How did you hear about Sumner College: \_\_\_\_\_

Have you applied for Federal Financial Aid in the past? \_\_\_\_\_

Are you interested in Federal Financial Aid to fund your schooling? \_\_\_\_\_

The following information is a request on a voluntary basis by the Department of Education. Failure to respond will not affect the admission decision.

Ethnic Origin:

\_\_\_ American Indian or Alaskan Native  
\_\_\_ Other \_\_\_\_\_

\_\_\_ Asian or Pacific Islander  
\_\_\_ Black, Non -Hispanic

\_\_\_ White, Non - Hispanic  
\_\_\_ Hispanic

## Referrals

Names of friends/family members who would benefit from a Sumner College educational program. Use another Sheet if necessary.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

# Application for Admission

## Academic Information

Do you have a physical or learning disability?  Yes  No

If yes, please describe and list specific accommodations needed to fully benefit from your educational experience.

(attach separate sheet if necessary): \_\_\_\_\_

Please circle the last year of school completed:      8 9 10 11 12 13 14 15 16 GRAD +

High school/GED: \_\_\_\_\_

Year Graduated: \_\_\_\_\_

City, State: \_\_\_\_\_

College: \_\_\_\_\_

Years Attended: \_\_\_\_\_

City, State: \_\_\_\_\_

College: \_\_\_\_\_

Years Attended: \_\_\_\_\_

City, State: \_\_\_\_\_

## Personal References

Name of family member that does not live with you:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Emergency contact:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

## Disciplinary History

Have you ever been convicted of or pleaded no contest to a misdemeanor, felony or other crime? ( Note: You are not required to include in your answer crimes for which record has been officially sealed, expunged or eradicated by law.)  Yes  No

Since turning 17, have you ever been expelled, suspended, dismissed from, or placed on probation at any educational institution for any disciplinary violation?  Yes  No

If you answered YES to either or both questions please provide details and dates on a separate sheet of paper.

I certify that all information I have submitted in this application process, including my application and any supporting materials, are complete, factually correct and honestly represented. I understand that I may be subject to disciplinary action, including but not limited to revocation of my admission or expulsion for providing any false or misleading information.

## Non Discriminatory Policy

Sumner College does not discriminate against students or potential students on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, religion, age, disability, citizenship or veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a person with a disability. The school does not discriminate against a student with a disability who requests a reasonable accommodation in any of its activities, programs, admission policies, academics, advertising, placement or any other services, activities or functions of the college. Sumner College endeavors at all times to be in full compliance with Title IX and the Educational Amendment Act of 1972. Discrimination in any form will not be tolerated by Sumner College, whether by students, staff or faculty and is cause for dismissal. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Official Use Only

Rep. \_\_\_\_\_

DOE interview \_\_\_\_\_

FA \_\_\_\_\_

Eligible for enrollment \_\_\_\_\_




  
**2019 Disclosure**

<b>Medical Assisting (MA)</b>	
Program Name: Occupational Name: Program Level:	Medical Assisting Medical Assistant (MA) 01 - Undergraduate Certificate
Program Length:	7.5 Months
U.S. Department of Labor O*Net Standard Occupational Classification Codes and Links to Occupational Profiles	<a href="https://www.onetonline.org/link/summary/31-9092.00">https://www.onetonline.org/link/summary/31-9092.00</a>
ABHES Job Placement Rate: (7/1/2018 - 6/30/2019)	100% Placement: This data includes all graduates of the program as reported.
ABHES Retention Rate: (7/1/2018 - 6/30/2019)	95% This data includes all graduates of the program as reported.
Total Cost of Program: (7/1/2018 - 6/30/2019)	Registration: \$50.00 Lab Fees: \$ 2,100.00 Graduation Fee: \$40 Tuition: \$11,270.00 Total Cost of Program: \$13,460.00
Programmatic and Institutional Accrediting Bodies:	ABHES: Accrediting Bureau of Health Education Schools
Transfer of Credit and Transfer Articulation Agreements with other Institutions:	None
Average time students take to graduate by program, and at whole school level (7/1/2018 - 6-30-2019)	Average: 32 Weeks
On-Time Graduation Rate: (7/1/2018 - 6/30/2019)	88%
Median Borrowing Federal and private loans amount and median annual loan payments of students (7/1/2018 - 6/30/2019)	Federal Loans: 7,515.00 Private Loans: \$0 Institutional Debt: \$0
Median Hourly Salary for graduates (7/1/2018 - 6/30/2019)	Median \$18.48 Per Hour  This average starting salary of Sumner graduates is for the reflected reporting year. This information has been verified by the employer through documented employment verifications. Not all employers provide salary information.
Loan Default Rate	3 Year Default Rate: 7.7% As reported by the Department of Education for the Institution. Programmatic rates are not reported. This data covers all borrowers who entered repayment in 2016 and defaulted in 2016, 2017, or 2018