

**Career Technical Credit Transfer (CT²)
 Medical Assisting Career Technical Assurance Guide (CTAG)
 April 28, 2008**

The following courses are eligible for transfer between career technical education, adult workforce education, and post-secondary education.

CTMAT004 – Perform Basic Administrative Medical Assisting Functions	1 Semester/2 Quarter Hours
Advising Notes: The applicant must provide proof to the receiving institution that: (1) she/he holds the CMA-AAMA or RMA-AMT credential and that (2) she/he has completed a medical assisting program approved by the Ohio Department of Education.	
CTMAT005 – Perform Bookkeeping Functions	2 Semester/3 Quarter Hours
Advising Notes: The applicant must provide proof to the receiving institution that: (1) she/he holds the CMA-AAMA or RMA-AMT credential and that (2) she/he has completed a medical assisting program approved by the Ohio Department of Education.	
CTMAT006 – Process Insurance Claims	3 Semester/5 Quarter Hours
Advising Notes: The applicant must provide proof to the receiving institution that: (1) she/he holds the CMA-AAMA or RMA-AMT credential and that (2) she/he has completed a medical assisting program approved by the Ohio Department of Education.	
CTMAT008 -- Fundamental Procedures	3 Semester/5 Quarter Hours
Advising Notes: The applicant must provide proof to the receiving institution that: (1) she/he holds the CMA-AAMA or RMA-AMT credential and that (2) she/he has completed a medical assisting program approved by the Ohio Department of Education.	
CTMAT009 -- Specimen Collection	2 Semester/3 Quarter Hours
Advising Notes: The applicant must provide proof to the receiving institution that: (1) she/he holds the CMA-AAMA or RMA-AMT credential and that (2) she/he has completed a medical assisting program approved by the Ohio Department of Education.	
CTMAT010 – Diagnostic Testing	2 Semester/3 Quarter Hours
Advising Notes: The applicant must provide proof to the receiving institution that: (1) she/he holds the CMA-AAMA or RMA-AMT credential and that (2) she/he has completed a medical assisting program approved by the Ohio Department of Education.	
CTMAT011 – Patient Care	5 Semester/8 Quarter Hours
Advising Notes: The applicant must provide proof to the receiving institution that: (1) she/he holds the CMA-AAMA or RMA-AMT credential and that (2) she/he has completed a medical assisting program approved by the Ohio Department of Education.	
Note: Hours assigned to CTANs are “relative values,” which are used to help determine the equivalency of submitted coursework or content. Once approved by a validation panel as a CT² course, students will be given what the receiving institution is offering as credit for its approved course.	

The CTAN illustrates the learning outcomes that are equivalent or common in introductory technical courses. In order for completers to receive the indicated credit, institutions must document that their course/program content matches the learning outcomes in the CTANs. The program outcomes identified below represent the **technical course/content** found in medical assisting programs as defined by published documents from the American Association of Medical Assistants (AAMA) – *AAMA Role Delineation Study*, Commission on Accreditation of Allied Health Education Programs (CAAHEP) – *Educational Competencies for the Medical Assistant*, written by the Curriculum Review Board (CRB) of the American Association of Medical Assistants (AAMA) Endowment. Additional documents include those from the Ohio Department of Education (ODE) – *Integrated Technical and Academic Competency (ITAC)*.

In some cases, completers must also hold certain licenses and/or credentials or have satisfied specific external validators such as the Certified Medical Assistant ® (CMA-AAMA) awarded by the Certifying Board of the American Association of Medical Assistants or the Registered Medical Assistant (RMA-AMT) awarded by the American Medical Technologist. Pertinent to H. B. 66 legislation, industry standards and certifications provide documentation of student learning. Recognized industry standards are expectations established by business, industry, state agencies, or professional associations that defines training program curricular requirements, establishes certification or licensure criteria, and often serves as the basis for program accreditation.

Institutional Requirements and Credit Conditions:

1. The institution must have a comparable program or major accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).
2. The applicant must provide proof to the receiving institution that she/he holds the CMA-AAMA or RMA-AMT credential.
3. The applicant must provide proof to the receiving institution that she/he has completed a medical assisting program approved by the Ohio Department of Education.
4. Candidates for graduation from collegiate or university programs may have to satisfy additional degree requirements associated with basic related or general education studies.
5. Admission requirements of individual institutions and/or programs are unaffected by the implementation of CT² outcomes.
6. Institutional residency requirements may affect the amount of transfer credit.

Subject Codes --

Ohio Board of Regents Subject Codes Valid at the T Level for Medical Assisting.

510899 Health/Medical Assisting
510716 Medical Adm/Executive Asst
510801 Medical/Clinical Asst
510710 Medical Office Asst.
510705 Medical Office Mgmt/Adm
510712 Medical Reception

Ohio Department of Education Subject Codes Pertinent to Medical Assisting.

074890 Health Informatics Pathway
074840 Health Support Pathway and 070904 Medical Assistant

NOTE: Throughout this document, the word “and” requires the performance of both components of the outcome.

CTMAT004 -- Perform Basic Administrative Medical Assisting Functions

Learning Outcomes. All outcomes essential and must be taught.

1. schedule **and** manage appointments
2. schedule inpatient **and** outpatient admissions **and** procedures
3. organize patient's medical records
4. file medical records

CTMAT005 -- Perform Bookkeeping Functions

Learning Outcomes. 85% of the outcomes must be taught.

1. prepare a bank deposit
2. post entries on a day sheet
3. manage accounts receivable
4. perform billing **and** collections procedures
5. post adjustments
6. process a credit balance
7. process refunds
8. post a non-sufficient funds check
9. post collection agency payments

CTMAT006 -- Process Insurance Claims

Learning Outcomes. 85% of the outcomes must be taught.

1. apply managed care policies **and** procedures
2. apply third-party guidelines
3. perform procedural coding
4. perform diagnostic coding
5. apply guidelines of documentation and processing to ensure federal, state and third party insurance reimbursement.
6. complete insurance claim forms

CTMAT008 -- Fundamental Procedures

Learning Outcomes. 85% of the outcomes must be taught.

1. apply principles of aseptic technique **and** infection control
2. perform sterilization procedures
3. dispose of biohazard materials according to federal regulations and guidelines
4. practice standard precautions
5. maintain health care provider CPR certification and first aid training
6. Respond to emergency situations under the direction of a physician and in accordance with physician approved protocol

CTMAT009 -- Specimen Collection

Learning Outcomes. 85% of the outcomes must be taught.

1. collect, transport **and** process patient specimens
2. perform venipuncture
3. perform capillary puncture
4. obtain specimens for microbiological testing
5. instruct patients in the collection of random, routine, clean-catch, mid-stream urine specimens
6. instruct patients in the collection of fecal specimens

CTMAT010 – Diagnostic Testing

Learning Outcomes. All outcomes must be taught.

1. perform electrocardiography
2. perform respiratory testing
3. perform at least one Clinical Laboratory Improvement Act (CLIA) waived tests in the following areas: urinalysis, hematology, chemistry, immunology and microbiology testing
4. store and dispose of supplies and specimens according to standard precautions and Occupational Safety and Health Administration (OSHA) guidelines and document as appropriate

CTMAT011 -- Patient Care

Learning Outcomes. 85% of the outcomes must be taught.

1. perform telephone **and** in-person screening procedures
2. perform vital signs
3. perform and record patient history
4. prepare and maintain examination and treatment areas
5. prepare patient and assist with routine and specialty examinations
6. prepare patient and assist with procedures, treatments and minor office surgeries
7. apply pharmacological principles to prepare and administer oral and parenteral (excluding IV) medications
8. maintain medication and immunization records
9. screen and follow-up patient test results

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Sinclair Community College
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Cuyahoga Community College
Miami Valley Career Center
Rhodes State College
Polaris Career Center
Wayne County Schools Career Center
Lorain County JVSD
Owens Community College
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The University of Akron
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Ashland West-Holmes Career Center
Wayne County Schools Career Center
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Canton City Schools
Canton City Schools

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