



**Catalog Supplement**  
**Volume 6: Effective Date 2/6/2025**

**Page 62**  
**DIPLOMA IN MEDICAL ASSISTING WITH PHLEBOTOMY**

Objective: This diploma program is designed to train individuals for entry-level medical office positions. A medical assistant is a medical support professional that performs a variety of tasks to assist physicians in providing patient care, while ensuring that clinics and hospitals run smoothly and efficiently. While medical assistants working in a smaller practice may be required to perform some administrative tasks, those working in larger medical facilities focus mainly on providing support services directly related to patient care. While administrative medical assistants work mainly at the front desk and reception area of a clinic or doctor’s office, clinical medical assistants are more often found at the physician’s side working in close contact with patients. Graduates of this program receive coursework relating to offering assistance to the physician in direct patient care. Graduates will be prepared to seek positions such as clinical/medical assistant. After completion of this program graduates will be eligible to sit for a national certification from National Health Association (NHA) in medical assisting and phlebotomy.

\* Students are required to show proof of immunization against Hepatitis B. In addition, proof of negative TB Skin test must be submitted.

Credit Hours: 65  
 Total Hours: 1195  
 In-Class Hours: 900  
 Out of Class Hours: 295  
 Program Length: 40 weeks  
 Delivery Method: Blended

<b>Basic Requirements</b>		<b>Credit Hours</b>	<b>Contact Hours</b>
LAS120A	Success Skills	4	50
LAS130A	Professional Development	4	40
<b>Program Requirements</b>			
ANA101	Anatomy & Physiology	4	40
ECG100	Basic Arrhythmia/ECG	3	40
MED100	Medical Terminology	4	40
MED110	Medical Math	4	40

MED135A	Medical Administrative Procedures	4	50
MED115	Pharmacology	4	40
MED150	Clinical Procedures I	3	50
MED155	Clinical Procedures II	3	50
MED160	Laboratory Procedures I	3	50
MED165	Laboratory Procedures II	3	50
MED175	Medical Assisting Certification Review	4	40
PTH100	Pathology	4	40
EXT200	Externship	6	180
PHL116	Phlebotomy Techniques I	4	50
PHL117	Phlebotomy Techniques II	4	50
<b>Total Credits Required for Graduation - Diploma</b>		65	900
<b>Outside Coursework Hours</b>			295
<b>Total Hours</b>			1195

### **ANA101 Anatomy & Physiology**

4 Credit Hours

40 Lecture Hours

This course covers the study of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems in the maintenance of a stable internal state. The course includes the discussion of pathological conditions and diseases through the course. Prerequisites: None

### **ECG100 Basic Arrhythmia/ECG**

3 Credit Hours

20 Lecture Hours

20 Lab Hours

This course is designed to introduce the student to basic arrhythmias and function of the electrical conduction of the heart, in order to aid in proper administration of ECGs. Prerequisites: None

### **EXT200 Externship**

6 Credit Hours

180 Lab Hours

Externship provides the student an opportunity to visit and work in a medical office environment. The student will be exposed to day to day operations of the medical office that may include management functions, personnel administration, record keeping and medical office equipment. The student will be

evaluated by the work site as they apply skills learned in the classroom in a practical environment.  
Prerequisites: Final Quarter of the program.

### **LAS120A Success Skills**

4 Credit Hours

30 Lecture Hours

20 Lab Hours

The development of self-reliance through understanding and utilizing the concepts of self-esteem, self-efficacy, goal setting, and accountability. Includes development of study skills, including library utilization, test taking, note taking, time management and critic thinking. This course also teaches introductory Microsoft Office application skills and how to apply them in a medical office setting. As a participant, you will become more prepared for your career as a Medical Professional in learning how to successfully support the front or back office of a clinic or hospital. This course covers the development of basic keyboarding skills to improve speed and accuracy. Prerequisites: None

### **LAS130A Professional Development**

4 Credit Hours

40 Lecture Hours

This course is designed to assist the student in developing skills necessary to gain employment. It also covers a wide range of job-seeking skills, including the development of an effective résumé. Interviewing skills, referral letters, cover letters and other professional areas will be discussed. In addition, it covers professionalism in the workplace and the importance of the externship. Prerequisites: None

### **MED100 Medical Terminology**

4 Credit Hours

40 Lecture Hours

This course provides the student with an understanding of the medical language in the healthcare fields while incorporating body structures and function in health and disease. The student will have an effective understanding of the major body systems, including the musculoskeletal, cardiovascular, respiratory, digestive and Integumentary system. Prerequisites: None

### **MED110 Medical Math**

4 Credit Hours

40 Lecture Hours

This course includes instruction in essentials of mathematics for a health care provider. Drug dosages, intake and output, weights and measures, temperatures, IV drip rate and conversions are a focus, and illustrations of syringes, prescriptions, medication labels, IV bags, and I and O charts allow the students to practice real-life health care skills requiring mathematics and algebraic skills. Skills necessary to problem solve and apply appropriate mathematical concepts to daily life are developed: Prerequisites: None

### **MED115 Pharmacology**

4 Credit Hours

40 Lecture Hours

This course provides the student with the knowledge and skills required to prepare and administer oral and parenteral drugs. The student is introduced to principles of pharmacology, including major drug classifications, actions, side effects, immunology and implications for care. Prerequisites: None

**MED135A Medical Administrative Procedures**

4 Credit Hours

30 Lecture Hours

20 Lab Hours

This course is designed to develop competencies in front office procedures, including scheduling and time management, telephone etiquette, and procedure codes. This course also familiarizes students with business procedures performed in a medical facility. Students are introduced to various electronic claims, professional fees, credit arrangements, submission, collection and data entry. Emphasis is placed on the practical application of collection procedures, patient billing and data entry and becoming proficient in the use of a practice management software program. The course is also designed to introduce the student to a variety of records and record keeping systems and the principles underlying effective management of records. It also combines technical aspects of records procedures with systems typically used in medical practices today. Prerequisites: MED100

**MED150 Clinical Procedures I**

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to introduce the student to the medical assistant program and to his/her role as a medical assistant. The student will be introduced to the components of the medical record, how to identify the different types of documents within the medical record and how to prepare charts. The important concepts relating to the measurement of vital signs will also be introduced and the student will have the opportunity to learn several methods of taking temperature, pulse, blood pressure, respiration and ECGS. Prerequisites: ANA101, MED100

**MED155 Clinical Procedures II**

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to provide the student with an opportunity to learn the principles and methods used to promote tissue healing and minor surgery, how to assist the physician, and patient during a gynecological examination and prenatal care. The student will also be provided with an opportunity to learn how to assist the physician during a flexible sigmoidoscopic examination. The medical assistant will learn skills to prepare and administer oral and parenteral drugs. CPR skills and basic first aid training. Prerequisites: MED150

**MED160 Laboratory Procedures I**

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to develop student skills in a simulated laboratory and will provide the student with an opportunity to learn about laboratory testing as a diagnostic tool as well as the steps that are taken when specimens are tested at an outside laboratory. Specifically, the student will be provided with an opportunity to learn about urinalysis, including the physical, chemical and microscopic analysis of urine. The student will also be provided with the opportunity to learn the proper procedures for collection of various urine specimens. Prerequisites: ANA101, MED100

### **MED165 Laboratory Procedures II**

3 Credit Hours

10 Lecture Hours

40 Lab Hours

This course is designed to assist the student in developing skills in a simulated laboratory setting and will provide the student with an opportunity to learn and develop skills in preparing for and performing venipuncture, as well as learning about the various components of the blood. The student will also be provided with an opportunity to learn the purpose and functions of various blood chemistry tests, including specimen requirements, normal values and those conditions resulting in abnormal values. Blood borne pathogens certification. Prerequisites: MED160

### **MED175 Medical Assistant Certification Review**

4 Credit Hours

40 Lecture Hours

This course is designed to help prepare the student to perform well on the Medical Assistant Certifying Examination (CMA) test. The principal guidelines for this course are based on the American Association of Medical Assistants (AAMA) Certification Examination Content Outline. There are four major areas of comprehensive review: General information, administrative procedures, clinical procedures, and a practice exam. Prerequisites: MED155, MED165

### **PHL116 Phlebotomy Techniques I**

4 Credit Hours

30 lecture hours

20 lab hours

This course provides a history of the phlebotomist's role in healthcare as well as quality assurance, legal issues and infection control surrounding phlebotomy. The theory content of capillary, venipuncture, and the correct order of blood draw are emphasized. Hands-on experience in a laboratory setting allows the student the opportunity to perform capillary and venipuncture techniques. The course also covers collection of non-blood specimens and considerations surrounding specimen collection. Prerequisites: None

### **PHL117 Phlebotomy Techniques II**

4 Credit Hours

30 lecture hours

20 lab hours

This course provides a review of concepts learned in Phlebotomy Techniques I (PHL 116). It also introduces procedures as they relate to the pediatric and geriatric populations. Arterial blood gases will be discussed as well as specialty tests. The student will gain further experience in venipuncture techniques as well as lab requisition. Different roles available surrounding phlebotomy will be discussed. Prerequisites: PHL116

### **PTH100 Pathology**

4 Credit Hours

40 Lecture Hours

This course will provide the student with the basic concepts underlying various pathological processes. The student will study the pathogenesis of diseases, learn their mechanism and understand how they develop. The student will also learn the etiology of pathologic changes and understand the causes of many diseases. Prerequisites: ANA101

**STUDENT GRIEVANCE PROCEDURE**

**Oklahoma State Regents for Higher Education**

<https://okhighered.org/current-college-students/complaints/>

**COLLECTIONS POLICY**

All student accounts are required to be paid in full or current on payment arrangements for all tuition, books, and fees. Any and all collection activities will be aligned with the Fair Debt Collection Practices Act as well as applied consistently to all students.

**Procedures**

When an account becomes delinquent (90 days overdue), the following steps are taken in this order:

- An overdue notice is sent to the student, and a hold is placed on their account. The students are restricted to receive an official transcript and/or diploma.
- A series of three-consecutive running letters is sent to their email or mailing address of record.
- Following failure to resolve the account balance, the account is referred to an outside collection agency.

**Guidelines**

**Active Students -**

If the student has a delinquent balance (90 days overdue) they will receive an email advising you that registration for the following term is conditional. The email reviews financial aid procedures and offers assistance to the student if special arrangements are needed. If the college does not receive payment in full or acceptable payment arrangements have not been made with the Accounting Office, the student may be unable to register for the subsequent term.

**Inactive Students -**

If a student leaves the college owing a balance and without making payment arrangements, they will receive a letter approximately 30 days after the effective date of withdraw or graduation. The letter will ask the student to make immediate payment or payment arrangements.

If the student had to take a leave from the college due to unforeseen circumstances and would like information on options for resolving an outstanding tuition account balance, student is required to email the Student Accounts directly to discuss at [studentaccounts@ata.edu](mailto:studentaccounts@ata.edu).

**Collections -**

If the student is an inactive student and they fail to make acceptable payment arrangements, their account will be forwarded to an outside collection agency. Once an account is forwarded to an outside collection agency they will have to contact that agency for payment arrangements as this balance will be reported to the major credit bureaus.

Holds –

If the student's account has an unpaid balance, they will have a hold placed on their account, preventing registration. Holds will prevent the release of official transcripts and diplomas as well as further registration until the balance is paid in full or payment arrangements are made.

If the student has an accounting hold on their account, they can still obtain unofficial transcripts.

Official transcripts for employment purposes can be released directly to their employer. Please email [studentaccounts@ata.edu](mailto:studentaccounts@ata.edu) and attach a copy of the employer's transcript request or official employment offer letter.

Balance Write Off -

Uncollectible accounts are written off to allowance for uncollectible debt. The Accounting Office initiates such write-offs. Approval levels are as follows:

- Student Account Representative up to \$5,000
- Student Account Manager over \$5,000 and up to \$15,000
- CFO over \$15,000

Write off of an account in no way forgives the debt to the college on behalf of the student. Rather, write-off is an administrative action taken to adhere to accounting policy. ATA College maintains records of accounts written off and will reinstate collection activity if the former student requests transcripts or any other college services.

### **Responsibilities**

The Accounting Office is responsible for day-to-day collection efforts on student accounts. Executive administrators (CEO, COO, CFO) are responsible for the enforcement of policy regarding allowing students with balances to register, receive transcripts, and receive diplomas.

**Effective Date 3/10/2025**

**Page 13**

### **GUIDELINES FOR DRUG TESTING**

ATA wishes to ensure that the health and safety of students and patients are not compromised and that clinical affiliation agreements exist to provide students with quality clinical education experiences. Therefore, it is the policy of ATA that students in any program submit to drug testing. In addition to the initial drug test, discretionary testing may be required by the School for cause, per clinical rotation, or at random intervals and may be either announced or unannounced. This testing will be required at the discretion of the Campus Director. Additional cost of drug testing will be paid by the student.

ATA may discipline and/or terminate any student or employee in the event that ATA discovers that the student or employee has consumed, manufactured, distributed, dispensed, stored, processed, or used illegal drugs or abused prescription or other legal substances off of ATA's premises if ATA believes, in its sole judgment that such action is in the best interest of ATA. ATA may also refer the student or employee for prosecution. No student or employee will be considered for readmission or rehire until they have provided satisfactory evidence to ATA that they have received and completed appropriate counseling and treatment.