

## Program & Technical Standards for Medical Assisting Majors Concerns with a Course

Haywood Community College reserves the right to implement technical standards to protect the safety and health of all students and any clients/patients served in clinics, labs, and shops, and further, to prepare students for employment in the program of study. Please check with the academic advisor before enrolling to review specific technical standards based on job requirements for the program of study.

If a student believes that he or she cannot meet one or more of the technical standards without accommodations or modifications, the College must determine, on an individual basis, whether or not the necessary accommodations or modifications can be reasonably made.

Haywood Community College is committed to providing equal educational opportunities for students with documented disabilities. The College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which stipulates that no student shall be denied the benefits of an education "solely because of a disability." Disabilities covered by law include, but are not limited to, learning disabilities, psychological disabilities, and hearing, sight, or mobility impairments.

Students with a disability are encouraged to disclose their disability to a Student Wellness Counselor. Reasonable accommodations can be provided after the submission of appropriate documentation. For more information, please get in touch with Student Wellness in Student Services at (828) 627-4504/or by email at [HCC-Wellness@haywood.edu](mailto:HCC-Wellness@haywood.edu).

### Program Outcomes

The Medical Assisting degree program is designed to facilitate the development of the following program outcomes:

1. Apply foundations of clinical practice, including anatomy and physiology, applied mathematics and applied microbiology and infection control when assisting the physician with the patient assessment and testing to promote quality care.
2. Apply concepts of effective communication when interacting with patients, physicians, and business associates and visitors in the medical office.
3. Practice effective business practices to perform administrative functions, basic financial finances, insurance processing, procedural and diagnostic coding for positive business management in the medical office.
4. Practice within the scope of training for medical assistants and follow legal and ethical guidelines for the profession in the medical office.
5. Implement protective practices during emergencies to promote safety for all members of the healthcare team in the medical office and its patients.

EXAMPLES ARE NOT ALL INCLUSIVE

Haywood Community College is an ADA-compliant institution. The College does not discriminate based on disability in the admissions process or in access to its programs, services, and/or activities for qualified individuals who meet essential eligibility requirements. The College will provide reasonable accommodation for documented disabilities of individuals eligible to receive or participate in college programs, services, and/or activities. Student Services provides a disability counselor to assist students in requesting disability related accommodations. Suppose a student believes he/she cannot meet one or more essential functions without accommodation. In that case, the student is encouraged to disclose the disability to the disability counselor as soon as possible. Students must certify their ability to meet crucial tasks of the curriculum by a signed statement at the beginning of the program.



Clinical and Lab Activity Information			
Program of Study: <u>Medical Assisting</u>			
Job Requirements	Occasional	Frequent	Constant
<b>Activity:</b>			
(List # of lbs.) 50			
<b>Lifting</b>			
Static Knuckle Height	<input checked="" type="checkbox"/>		
Bench Height	<input checked="" type="checkbox"/>		
Ankle Height	<input checked="" type="checkbox"/>		
Shoulder Height	<input checked="" type="checkbox"/>		
Dynamic Bench Height (3 feet)			
To the Left	<input checked="" type="checkbox"/>		
From the Center	<input checked="" type="checkbox"/>		
To the Right	<input checked="" type="checkbox"/>		
Carrying			<input checked="" type="checkbox"/>
Cart Height (3 feet)			
Pushing		<input checked="" type="checkbox"/>	
Pulling		<input checked="" type="checkbox"/>	
List Frequency Only:			
Sitting		<input checked="" type="checkbox"/>	
Standing/Walking		<input checked="" type="checkbox"/>	
Climbing			
Stairs	<input checked="" type="checkbox"/>		
Ladder	<input checked="" type="checkbox"/>		
Balance			
Stooping		<input checked="" type="checkbox"/>	
Kneeling		<input checked="" type="checkbox"/>	
Crouching	<input checked="" type="checkbox"/>		
Crawling			
Reaching			
Forward	<input checked="" type="checkbox"/>		
Overhead	<input checked="" type="checkbox"/>		
Bending Reach	<input checked="" type="checkbox"/>		
Other			
Handling			<input checked="" type="checkbox"/>
Fingering			<input checked="" type="checkbox"/>
Feeling			<input checked="" type="checkbox"/>
Hearing			<input checked="" type="checkbox"/>
Seeing			
Near			<input checked="" type="checkbox"/>
Distance			<input checked="" type="checkbox"/>
Reading			<input checked="" type="checkbox"/>
Calculating			<input checked="" type="checkbox"/>
Compiling			<input checked="" type="checkbox"/>

**Lifting Frequencies:**

Occasional 1 lift every 30 minutes  
 Frequent 1 lift every 2 minutes  
 Constant 1 lift every 15 seconds

**Other Activities:**

Occasional 0-33% (1-20 min per hour)  
 Frequent 34-66% (21-40 min per hour)  
 Constant 67-100% (41-60 min per hour)

Note: Requires a Criminal Background Check and a Urine Drug Screening.