

**Career-Technical Credit Transfer (CT)<sup>2</sup>  
 Medical Assisting Career-Technical Assurance Guide (CTAG)  
 Re-affirmed, June 12, 2013**

The following programs/courses, indicated by a Career-Technical Articulation Number (CTAN), are eligible for granted college credit at state institutions of higher education for (CT)<sup>2</sup> approved programs/courses at adult career-technical education institutions and public secondary career-technical institutions. In addition, the following courses, indicated by a Career-Technical Articulation Number (CTAN), are eligible for transfer among approved programs/courses at state institutions of higher education.

The following CTAG is re-affirmed June 12, 2013

<b>CTMAT004 – Perform Basic Administrative Medical Assisting Functions</b>	<b>Credits: 1 Semester Hours</b>
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.	
<b>CTMAT005 – Perform Bookkeeping Functions</b>	<b>Credits: 2 Semester Hours</b>
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.	
<b>CTMAT006 – Process Insurance Claims</b>	<b>Credits: 3 Semester Hours</b>
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.	
<b>CTMAT008 – Fundamental Procedures</b>	<b>Credits: 3 Semester Hours</b>
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.	
<b>CTMAT009 – Specimen Collection</b>	<b>Credits: 2 Semester Hours</b>
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.	
<b>CTMAT010 – Diagnostic Testing</b>	<b>Credits: 2 Semester Hours</b>
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**

Credits: 5 Semester 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.

Each CTAN identifies the learning outcomes that are equivalent or common in introductory technical courses. In order for students to be able to receive credit under these agreements, the career-technical programs and the state institutions of higher education must document that their course/program content matches the learning outcomes in the CTANs. In accordance with Ohio Revised Code 3333.162, industry standards and certifications provide documentation of student learning. Recognized industry standards are expectations established by business, industry, state agencies, or professional associations. These standards define training program curricular requirements, establish certification or licensure criteria, and often serve as the basis for program accreditation.

**Requirements and Credit Conditions:**

1. The receiving institution must have a comparable program, major, or courses that have been approved through submission to the Ohio Board of Regents (CT)<sup>2</sup> approval process for the CTANs listed in this document.
2. Credits apply to courses in the specified technical area at Ohio's public institutions of higher education, provided that the institution offers courses in the specific technical area. In the absence of an equivalent course, and when the institution offers the technical program, the receiving institution will guarantee to grant and apply an equivalent credit value of the Career-Technical Articulation Number (CTAN) toward the technical requirements of the specific degree/certificate program.
3. The applicant must provide proof to the receiving institution that she/he completed a course or program that has been approved through the (CT)<sup>2</sup> approval process and that she/he holds the appropriate credential or has passed the end-of-program assessment.
4. A career-technical student seeking credit under the terms of this CTAG must apply and be accepted to the college within three years of completing a career-technical education program/course or within the currency of the industry certificate or license.
5. A career-technical student who meets all eligibility criteria will receive the credit hour value for the comparable course(s) as offered at the receiving state institution of higher education.
6. The admission requirements of individual institutions and/or programs are unaffected by the implementation of (CT)<sup>2</sup> outcomes.
7. The transfer of credit through this CTAG will not exempt a student from the residency requirements at the receiving institution.

**CTMAT004: Perform Basic Administrative Medical Assisting Functions:**

**General Course Description:** This course provides the introduction to the basic administrative medical assisting functions.

**Credits:** 1 Semester hour

**Learning Outcomes:**

All outcomes are essential

1. Schedule and management appointments
2. Schedule inpatient and outpatient admissions and procedures

3. Organize patient's medical records.
4. File medical records.

**CTMAT005: Perform Bookkeeping Functions:**

**General Course Description:** This course provides the basics for bookkeeping functions as it relates to the medical assistant.

**Credits:** 2 Semester hours

**Learning Outcomes:**

85% of outcomes must be taught

1. Prepare a bank deposit
2. Post entries on a day sheet
3. Manage accounts receivable
4. Perform billing and collection 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:**

**General Course Description:**

This course addresses the insurance process as it relates to the medical assistant.

**Credit Hours:** 3 Semester hours

**Learning Outcomes:**

85% of 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:**

**General Course Description:** This course will cover the fundamental clinical procedures as they relate to the medical assistant.

**Credit Hours:** 3 Semester Hours

**Learning Outcomes**

85% of 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: Speciment Collection:**

**General Course Description:** This course will address the techniques of specimen collection as they relate to the medical assistant.

**Credit Hours:** 2 Semester Hours

**Learning Outcomes**

85% of 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:**

**General Course Description:** This course will address the techniques of diagnostic testing as they relate to the medical assistant.

**Credit Hours:** 2 Semester hours

**Learning Outcomes**

85% of outcomes must be taught

1. Perform electrocardiogram
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**

**General Course Description:** This course will address the skills necessary for patient care as they relate to the medical assistant.

**Credit Hours:** 5 Semester hours

**Learning Outcomes**

85% of 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) medication
8. Maintain medication and immunization records
9. Screen and follow-up patient test results

**Medical Assisting Panel Participants**

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*ctag updated med asst (06.12.13)*