New Program Proposal Form
For BPE Authorized Institutions

# A.A.S in Medical Assistant Technology To Be Offered by Lincoln College of Technology in Indianapolis, IN

Degree Award Level[2]:  Associate's Degree

Mode of Delivery (In-person or Online[3]): Online

Career Relevant/Out-of-Classroom Experiences[4]: Internship

Suggested CIP Code[5] for Program: 51.0801

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**INDIANA COMMISSION** *for*
**HIGHER EDUCATION**
che.IN.gov

[1] The "program name" should follow this format: [degree designation] in [field of study].  Examples of program names are A.S. in Nursing or B.S. in Business Administration.

The term "program" refers to an approved set of courses or a curriculum, completion of which leads to the award of an undergraduate or graduate certificate or an associate or a bachelor's, master's, or doctoral degree.  Some institutions use the term "major" interchangeably with "degree program," in which case the Commission will also regard the major as a degree program.  Programs approved by the Commission are listed in its Academic Program Inventory (API), a comprehensive listing of all active and inactive certificate and degree programs at all levels offered by Indiana colleges and universities.

The term "program" does not typically refer to a curricular subdivision, such as a major, concentration, specialization, track, or option.  However, under some circumstances, such as those relating to workforce needs, economic development, accreditation requirements, licensure/certification, the Commission may regard curricular subdivisions as programs needing to be approved by the Commission and listed in the API.

[2] The "Degree Award Level" refers to the following categories (see Degree Award Level Definitions for additional detail.
1. Award of Less than One Academic Year
2. Award of at Least One but Less than Two Academic Years
3. Associate's Degree
4. Postsecondary Award, Certificate, or Diploma of at Least Two but Less than Four Academic Years
5. Bachelor's Degree
6. Post-Baccalaureate Certificate
7. Master's Degree
8. Post-Master's Certificate
17. Doctor's Degree-Research/Scholarship
18. Doctor's Degree-Professional Practice
19. Doctor's Degree-Other

[3] For Commission purposes, "online" includes two categories: 100% online and blended programs, i.e. 80-99% is online, with the remaining portion in-person.

[4] Career Relevant/Out-of-Classroom Experiences include, but are not limited to, co-ops, internships, clinicals, practica, capstone projects, employer critiques, and study abroad programs. The National Association of Colleges and Employers (NACE) Career Readiness Competencies and Statewide Career Relevance Definition provide additional information about student engagement experiences with career relevance.

[5] CIP Code refers to the Classification of Instructional Programs (CIP), a six-digit code in the form of xx.xxxx that identifies instructional program specialties offered by educational institutions. The U.S. Department of Education's National Center of Education Statistics (NCES) developed these codes as a taxonomy for reporting student enrollment and degree completion data by area of study to the federal government.  The State of Indiana uses these codes for similar purposes. The CIP taxonomy is organized on three levels (2-digit, 4-digit, 6-digit). The 2-digit series (sometimes called a CIP family), represents the most general groupings of related programs while the 6-digit codes represent specific instructional programs.  NCES initially published CIP codes in 1980, with revisions occurring in 1985, 1990, 2000, 2010 and 2020.

1. **PROGRAM OBJECTIVES:  Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.**

The Medical Assistant Technology program prepares students to be multi-functional practitioners, thoroughly prepared to perform front office and clinical patient care duties, as well as, basic urgent care procedures. Topics covered include anatomy and physiology, medical terminology, insurance billing and coding, electronic health records, ethics, clinical procedures, aseptic technique, minor surgical procedures, universal precautions, general skills in document formatting, and EKG. This program delivers practical preparation in the healthcare environment.

In addition to the technical training, a critical aspect of a Lincoln education is developing the professional skills that are required by our employers. Students will need to demonstrate skill proficiency through a series of professional development activities and seminars which are integrated into each course. The modules include Student Success, Financial Literacy, Professional Development, and Career Success.

The degree program is designed to develop the student's strength in areas that will assist in their personal and professional growth. Graduates of this program may find entry-level positions as Medical Assistants, Office Medical Assistant, EKG Technicians, or Unit / Ward Clerks (in a hospital setting). It also provides the diversity of other job options in the hospital, outpatient care centers or laboratory environment.

Students will be required to complete out-of-class assignment in each course, except internship.

**PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.**

|  |  |  |  |
|---|---|---|---|
| Total Course Hours: | 1465 | Check one:  Quarter Hours |  |
|  |  | Semester Hours | X |
|  |  | Clock Hours |  |
| Tuition : | 32,070 | Length of Program: 7 9  w e e k s |  |
| Special Fees: | 3884 |  |  |

**SPECIALTY COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
| MAP101 | Introduction to Allied Health | 120 |
| MAP110 | Cardiopulmonary Medical Procedures | 120 |
| MAP120 | Musculoskeletal System and Medication  Administration | 120 |
| MAP130 | Clinical Lab Techniques | 120 |
| MAP140 | Laboratory and Surgical Procedures | 120 |
| MAP150 | Administrative Medical Office | 120 |
| MAP200 | Medical Insurance and Billing | 120 |
| MAP210 | Electronic Medical Records | 120 |
| MAP230 | Medical Coding | 120 |
| MAP300 | Medical Assisting Internship | 160 |

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

| Course Number | Course Title | Course Hours |
|---|---|---|
| GEN130V | Introduction to Critical Thinking | 45 |
| GEN150V | Environmental Science | 45 |
| GEN180V | College Algebra | 45 |
| GEN190V | English Composition I | 45 |
| GEN292V | Speech Communication | 45 |

Number of Credit/Clock Hrs. in Specialty Courses:    48.5    / 1240    Percentage:    76%

Number of Credit/Clock Hrs. in General Courses:    15    / 225    Percentage:    24%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts:    ___ / ___    Percentage:    _____

2. **LIBRARY:  Please provide information pertaining to the library located in your institution.**

   a. **Location of library; Hours of student access; Part-time, full-time librarian/staff:**
   The library (called Learning Resource Center - LRC) is located in the Education Administrative Office.  The Office is open from 7am-10pm. Oversight of the library is provided by a FT Employee.

   b. **Number of volumes of professional material:**
   The physical library houses over 2000 books of professional material.  Additionally, students can access on-line libraries through their Canvas learning management system.  The on-line libraries contain over 65,000 volumes, articles and other resource materials.

   c. **Number of professional periodicals subscribed to:**
   The library subscribes to 12 professional publications.  The on-line libraries provide access to numerous periodical publications.

   d. **Other library facilities in close geographical proximity for student access:**
   The Indianapolis Marion County Public Library has many locations throughout its city. Any person who is a resident of or a student of a school in Marion County can acquire a library card to check out materials. Therefore, as students in Marion County at Lincoln College of Technology, they have full access to all branches of the Indianapolis Public Library. The closest branch to the school is:
   Pike Branch, 6525 Zionsville Road, Indianapolis, IN 46268
   (317) 275 – 4480

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4. **FACULTY:  Attach completed Instructor's Qualification Record for each instructor.**
**\*\* Include** all required documentation **pertaining to the qualifications of each instructor.**

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| | | | | | Check one: | |
|---|---|---|---|---|---|---|
| **Total # of Faculty in the Program:** | 6 | **Full-time:** | 2 | **Part-time:** | 4 | |

| | | | | | | |
|---|---|---|---|---|---|---|
| **Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)** | | | | | | |

| List Faculty Names (Alphabetical Order) | Degree or Diploma Earned (M.S. in Mathematics) | # Years of Working Experience in Specialty | # Years Teaching at Your School | # Years Teaching at Other | Check one: Full-time | Part-time |
|---|---|---|---|---|---|---|
| | | | | | | |
| Janiece Blanchard | CMA Diploma | 14 years total, Endocrinology, Primary Care, and Gastroenterology | <1 | 0 | | x |
| Brooke Boudreaux | Associates of Science MA Diploma CMA -AAMA | 13 years, 2 years Pediatrics, 2 years Geriatrics, 9 years Dermatology | 1 | 0 | x | |
| Tasha Demery | MA Diploma, CMA Diploma NHA, AA in General Studies, BA in General Studies | 16 years total CMA. 4 years Internal medicine, 2 years pediatrics, 10 years gastroenterology | <1 | 0 | x | |
| Monique Harris | Master's Degree in Materials Science and Engineering & Bachelor's Degree in Physics | 5 years of work experience in Environmental Science 16 years experience in teaching | 5 years | 16 years | | x |
| John Logan Carpenter | M.S. History B.A. History | 27 years | 15 years | 9 years | | x |
| Agnes (Agnieszka) Aramowicz | MA in English and Literature. Higher Ed Professional in Online Teaching. | 25+ years in the US | 14 years | 25 years | | x |

## 5. Rationale for the Program

a. Institutional Rationale (Alignment with Institutional Mission and Strengths)

- Why is the institution proposing this program and how does it build upon institutional strengths?

  This program provides medical assistants with the opportunity to pursue additional training that adds medical administrative training to the clinical skills. It allows students to graduate with an Associate's degree which provides additional career opportunities and progressions in the work place. Our Program Advisory Committee shared their interest in students trained in both clinical and clerical skills.

- How is it consistent with the mission of the institution and how does this program fit into the institution's strategic plan (please provide a link to the strategic plan)?

  The program trains the students to a level of proficiency that qualifies them for entry level as a medical assistant. Students are trained to be multi-functional medical assistants, thoroughly prepared to perform front office and clinical patient care duties.

b. State Rationale: General

- How does this program address state priorities as reflected in the Commission's most recent strategic plan *Reaching Higher In a State of Change*?

  The associates program addresses a number of items in the *Reaching Higher in a State of change Strategic Plan Blueprint*. First, Lincoln Tech's pathway allows students enrolled in the medical assisting program to be awarded a diploma as they continue toward their associate degree. Following the completion of the program, students are prepared to sit for the RMA exam. In addition, LT Career Services offers Career Edge, an online learning experience in addition to guest speakers, field trips, and assistance with finding a job. The Career Edge program prepares students for the soft skill aspect of employment.

c. State Rationale: Equity-Related

- How does this program address the Equity section of *Reaching Higher In a State of Change* (see pages 15-17), especially with respect to considerations of race/ethnicity, socioeconomic status, gender, and geography?

  The graduation rate of LT's medical assisting program has shown success in closing the achievement gap among race and gender. The program has a gender breakdown of 92% female to 8% male. This program will provide female graduates with marketable skills to be employed.

  Lincoln employs someone who focuses on Student Services. The position keeps a food pantry on campus, assists with finding local housing or helps set them up at the Extended Stay, local child- care services or 24-hour care, and provides bus passes. This position also helps students who live relatively close set-up carpooling. Lincoln also has gas cards for students in need. The Student Services Coordinator scours a variety of sources for scholarships, talks to classes, and helps students complete the scholarships.

  All students are provided a laptop, stethoscope and scrubs on the first day of school to begin their professional journey. Students have an option to purchase a laptop as part of the program or they may bring their own. The skills and equipment position them for better hiring opportunities upon graduation.

The Internship class provides students with the opportunity for an employer to see the students skillset for five weeks, at no cost to the employer. Students may be offered hiring opportunities from their internship site.

For the Lincoln Medical Assistant program, in its diploma offering, 77% of students report their race description as non-white, much higher than the Indiana demographic breakdown. Lincoln has hired 4 of 8 faculty positions who report Black/African-American, to more closely represent the demographic breakdown of our community.

Geographically, Lincoln offers housing services for students from anywhere in the state to be able to move close to campus. Financial aid is available for those who qualify to assist in paying for housing. This opens up the program to students from all parts of the state.

d. Evidence of Labor Market Need

- National, State, or Regional Need
  - Is the program serving a national, state, or regional labor market need? Please describe.

  Employment of medical assistants is projected to grow 16 percent from 2021 to 2031, much faster than the average for all occupations. About 123,000 openings for medical assistants are projected each year, on average, over the next decade.

e. Placement of Graduates

- Please describe the principal occupations and industries, in which the majority of graduates are expected to find employment.

  Medical Assistants are typically employed in the Healthcare Industry

- If the program is primarily a feeder for graduate programs, please describe the principal kinds of graduate programs, in which the majority of graduates are expected to be admitted.

  N/A

f. Job Titles

- List specific job titles and broad job categories that would be appropriate for a graduate of this program.

  Medical Assistant:
  Clinical Assistant, Patient Care Technician, Practice Assistant, Register Assistant Front Desk Medical Assistant, Optometric Eye Care Assistant, Room Technicians Medical Office Assistant, Registered Medical Assistant, Med Tech, Medical Support Tech, Chiropractic Assistant, Certified Medical Assistant Home Visit Medical Assistant, Practice Assistant, EKG Technician, ER Technician

**6. Information on Competencies, Learning Outcomes, and Assessment**

a. Program Competencies or Learning Outcomes

- List the significant competencies or learning outcomes that students completing this program are expected to master, which will be included in the Indiana Credential Registry.

Utilize the lessons and exercises imparted in the course; define facts, opinions, ambiguous language, truth, and fallacies, while utilizing this knowledge to successfully understand and share accurate information in the appropriate forms of discourse; gain knowledge in dissecting and analyzing the types and characteristics of arguments, premises, and conclusions, while acquiring and applying problem solving skills to defend a position or analyze a scenario; gain an understanding of critical thinking concepts, the student will be able to apply these ideas and techniques in an analytical, structured, and rational method.

Describe several important environmental problems facing the world; describe the environmental systems: Matter, Energy, and Life; discuss environmental conservation of forests, grasslands, parks and nature preserves; describe environmental health and toxicology; explain the greenhouse effect and how it is changing our climate; discuss air pollution and how it affects humans; discuss water as a resource and pollution; explain environmental geology and earth resources; discuss our dominant sources of energy; discuss solid and hazardous waste and environmental policy.

Solve problems applying the concept/recognize real world applications of real numbers and algebraic equations
Solve algebraic problems applying the concept/recognize real world applications of equations and inequalities
Explain graphs and linear equations/recognize real world applications and their applications
Solve algebraic problems/recognize real world applications involving polynomials, exponents and their applications
Solve algebraic problems/recognize real world applications involving rational expressions
Solve algebraic problems/recognize real world applications involving systems of equations
Solve algebraic problems/recognize real world applications involving radical expressions and equations

Apply the steps of the writing process; Identify essay components; Write effective and grammatically correct paragraphs; Analyze the role of reading and writing in your academic and professional career; Write effective and grammatically correct essays; Apply strategies to achieve clarity and effective style in writing; Differentiate between the writing pattern types; Identify sentence types, parts of a sentence, and patterns; Discriminate between proper and improper use of punctuation in writing; Apply the proper use of punctuation in writing; Apply the proper use of spelling in writing; Examine strategies and guidelines for writing an effective research paper; Write an effective and grammatically correct research paper.

Understand the basic principles of oral communication; Select and adapt topics to meet the needs and interests of particular audiences; Demonstrate the ability to collect, analyze, and use information to develop and adapt messages for particular purposes and settings; Organize ideas and supporting materials in a coherent and captivating message; Develop delivery skills by using voice, body, and gestures effectively in presenting speeches; Develop the ability to speak competently, confidently, and ethically in public communication situations; Become a more effective supportive listener.

Identify basic structural organization of the human body, including positional and directional terms; Use basic medical terminology including prefixes, suffixes, and word roots; Demonstrate proper infection control; Obtain vital signs (T, P, R, and BP); Describe the difference between the provider's and the medial assistant's scope of practice and practice requirements; Describe compliance programs including financial, employment, and environmental safety concerns; Create a plan to separate personal and professional ethics; Explain the

requirements for a legal contract; Describe expressed, implied, and informed consent; Summarize the Occupational Safety and Health Act (OSHA); Professional Development.

To recognize and use terms related to the blood, cardiovascular and respiratory systems; List major organs, identify the anatomic location, describe the normal function and physiology and discuss diseases and disorders of the cardiovascular and respiratory systems; Discuss and assemble the equipment needed for a venipuncture and capillary puncture, including but not limited to safety needles, collection devices and vacuum tubes; Perform a venipuncture using evacuated tubes, and butterfly equipment and perform capillary puncture; Explain the purpose of commonly performed blood tests (ex. Microhematocrit, CBC, Sed Rate, PT, ESR); Prepare a patient for an ECG, and obtain an electrocardiogram; Measure the peak flow rate, and perform spirometry.

To recognize and use terms related to the Musculoskeletal, Integumentary and Sensory Systems; List major organs, identify the anatomic location, describe the normal function and physiology and discuss diseases and disorders of the Musculoskeletal, Integumentary and Sensory Systems; Demonstrate the patient interview, identifying barriers to communication, while using professional patient interviewing techniques; Prepare for and assist in the physical examination of a patient, correctly completing each step of the procedure in the proper sequence. Including, performing a visual acuity test using the Snellen Chart and assess color acuity using the Ishihara test; Describe drug legislation and how it impacts the medical assistant practice; Describe common drug classifications and reference information terminology; Solve medication-related math problems; Discuss the rules of medication administration, various types of medication forms; Prepare and administer (on a manikin) parenteral medications (intradermal, subcutaneous and intramuscular injections); Apply first aid for environmental emergencies, including cold and heat illnesses, burns, poisonings, anaphylaxis, bites, foreign bodies in the eye, diabetic, neurological emergencies (vertigo, concussion, seizure and stroke), and respiratory emergencies. Also, apply first aid for cardiovascular emergencies, including syncope, bleeding, shock, and heart attack; Complete Basic Life Support;

To recognize and use terms related to the Digestive, Urinary and Reproductive Systems; List major organs, identify the anatomic location, describe the normal function and physiology and discuss diseases and disorders of the Digestive, Urinary and Reproductive Systems; Explain the various means and methods used to collect urine specimens, and instruct a patient on the collection of a clean-catch midstream urine specimen include discussion on handling and transporting specimens; Perform the physical examination of urine (physical aspects, color, turbidity), including preparing a urine specimen for microscopic evaluation;  Explain and perform various CLIA waived urine tests (may include Glucose testing, Urine Pregnancy Test); Prepare and assist with the collection of specimens, including those for a Pap test, maturation index, and test for various types of vaginal infections; Discuss post-examination duties; Summarize the process of pregnancy and postpartum care, including describing the common specialized tests and procedures for obstetric patients; Discuss developmental patterns and therapeutic approaches for infants, toddlers, preschoolers, school-aged children, and adolescents, including the current immunization schedule for children from newborn to 18 years old. Also, detail guidelines for childhood immunizations and document immunizations; Describe the medical assistant's role in pediatric procedures, including measuring the circumference of an infant's head; Discuss the unique challenges and needs of the adolescent patient, including specify child safety guidelines for injury prevention and management.

To recognize and use terms related to the Lymphatic, Immune, Nervous and Endocrine Systems; List major organs, identify the anatomic location, describe the normal function and physiology and discuss diseases and disorders of the Lymphatic, Immune, Nervous and Endocrine Systems;  Explain the changes in the anatomy and physiology along with summarizing the major related diseases and disorders faced by aging; Summarize the role of the medical assistant in caring for aging patients; also, list and describe the principles of effective

communication with older adults; Discuss the classification of microorganisms, including how to name them; Describe various characteristics of bacteria, including their staining properties, shapes, oxygen requirements, and physical structures. Also, explain the characteristics of common diseases caused by bacteria; Identify the characteristics of common diseases caused by fungi, protozoa, parasites, and pathogenic helminths (worms); Discuss specimen collection and transport in the physician office laboratory; Describe three microbiology CLIA-waived tests that use a rapid identification technique. Also, collect a specimen for a throat culture and perform a rapid strep test; Identify common surgical instruments, show what is required for various minor surgery tray setups, demonstrate how to properly sanitize instruments and prepare instruments for the autoclave;  Prepare a patient for a minor surgical procedure, and assist the provider with a minor surgical procedure; Describe the different phases of wound healings, and properly apply a dressing and bandage to a wound; Perform common coaching as required for disease prevention, including cough hygiene, nicotine cessation, vaccinations, health maintenance, including self-exams, screenings, treatment plans, including medication administration and the use of casts, splints, cold and hot therapies, assistive devices, and other therapies; Identify dietary nutrients including carbohydrates, fat, protein, minerals/electrolytes, vitamins, fiber, and water, also, distinguish the special dietary needs of those with diabetes, cardiovascular disease, hypertension, cancer, and lactose sensitivity.

Document the health record (electronic and paper record system); Apply the indexing rules for alphabetic and numeric filing systems; Manage various types of incoming and outgoing calls; Differentiate among the various types of appointment scheduling, set up the appointment matrix; Compose a professional letter and email; Perform inventory on equipment and supplies including order supplies and to perform the procedures done when supplies are received; Identify the various government health insurance plans, identify private health insurance plans and recognize the different managed care organizations; Apply coding guidelines to coding situations that are seen in the healthcare facility; Apply coding guidelines necessary for procedural coding; Explain when to use a modifier for procedure codes; Complete a CMS-1500 claim form; Perform accounts receivable procedures, including posting charges, payments, and adjustments; Explain how the Truth in Lending Act affects collection policies, include a description of successful collection techniques for patient accounts; Describe the different methods for patient payments and the precautions needed with each; Describe payroll procedures.

Explain the life cycle of an insurance claim from date of service to third-party payer processing and payment; Discuss and list features of The Blue Plans, Private Insurance, Managed Care plans, Medicare, Medicaid, TRICARE, Veterans' Health Care and Workers' Compensation; Manage billing and insurance claims; Apply managed care policies and procedures to the processing of medical insurance claims; Identify third-party guidelines; Complete and submit insurance forms with accuracy via traditional and electronic mediums; Use Medical Terminology.

Categorize Health Data Structure to include collection of data and standards; Identify the content of a health record to include administrative data, past medical, surgical, family, and social history, and the care provider's responsibility; Apply insurance and billing functions in a practice management system; Analyze privacy, security, confidentiality and legal issues; Evaluate management of information and communication; Interpret decision and compliance support; Relate the future of health information and informatics; Apply clinical functions to electronic health record software.

Apply knowledge and understanding of various clinical classification systems and clinical vocabularies that may be used to support data collection, data processing and retrieval of health information; Demonstrate understanding of the structure and content of each volume of the International Classification of Diseases and the application of the steps of the coding process; Apply International Classification of Diseases coding conventions to accurately code a variety of diagnoses, conditions and procedures using diagnostic statements,

case studies and patient records; Apply guidelines relating to the prevention of fraud and abuse to coding policies and practices when provided an applicable case scenario; Determine the ethical and regulatory problems that coders might face and make appropriate suggestions for resolution; Discuss the factors that constitute quality data and how to determine whether data is of adequate quality; List ways to ensure high quality.

To utilize a variety of skills learned during the didactic session and apply them to the clinical office environment; establish good patient rapport through problem solving and listening skills; understand legal liability and prevent the employer from a lawsuit; demonstrate safety in the office and laboratory environment; demonstrate working knowledge of anatomical systems and functions and terminology relevant to any system Studied; demonstrate simple typing skills and office data entry through patient registration; demonstrate a knowledge of a patient's right to privacy.

    a. Assessment

- Summarize how the institution intends to assess students with respect to mastery of program competencies or learning outcomes.

  Assessment tools include skill demonstrations/check-offs, oral assessment and written assessment using quizzes, mid-terms and final exams. Additionally, we have an end-of-coursework skills assessment that must be completed prior to beginning the internship. Students that need additional help are offered tutoring, additional lab time, one-on-one, etc. The Internship assessment includes a site visit be the internship coordinator and observations by the site supervisor.

**7. Information on Composite Score, Licensure, Certification, and Accreditation**

    a. Federal Financial Responsibility Composite Score

- Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education.

  2.9

    b. State Licensure

- Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

  No certification is required in the State of Indiana

- If so, please identify: N/A

- The specific license(s) needed: N/A

- The State agency issuing the license(s): N/A

    a. Professional Certification

- What are the professional certifications that exist for graduates of similar program(s)?

  Registered Medical Assistant (RMA)

- Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

  Yes, the graduates from this program will be eligible to take the RMA exam.

- If so, please identify
  RMA

- Each specific professional certification:
  RMA

- The national organization issuing each certification:

  American Medical Technologist (AMT)

- Please explain the rational for choosing each professional certification:

  While not required, some employers prefer to hire Medical Assistants that have a certification. This certification provides graduates with more potential job opportunities.

- Please identify the single course or a sequence of courses that lead to each professional certification?

  The entire program comprehensively works to prepare for the RMA exam.

b.  Professional Industry Standards/Best Practices

  - Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?
    Yes

  - If so, please identify:
    Industry standards and best practices include patient care, hands-on training, internships, safety protocols, etc.

  - The specific professional industry standard(s) and/or best practice(s):
    The specific program content that incorporates professional industry standards and best practices includes body systems, medical terminology, insurance, medical administration, law and ethics, human relations, asepsis, sterilization, instruments, lab procedures, minor surgery, patient education, vital signs and measurements, physical examinations, clinical pharmacology, therapeutic models, lab procedures, ECG and first aid/CPR/emergency response.

  - The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

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The program was modeled after the American Medical Technologist Registered Medical Assistant exam and OSHA blood borne pathogen guidelines.

c. Institutional Accreditation

- Accrediting body from which accreditation will be sought and the timetable for achieving accreditation.

  Lincoln College of Technology - Indianapolis is accredited with the Accrediting Commission of Career School and Colleges.

- Reason for seeking accreditation.

  Already accredited
  Specialized Program Accreditation

- Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

  No
- If so, please identify the specialized accrediting agency:

  N/A

d. Transferability of Associate of Science Degrees

- Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

- Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

  Our Institution does not offer Baccalaureate degrees

- If so, please list the baccalaureate degree(s):  N/A

8. **Student Records**  (*Institutions that have Previously Operated*)

a. Are all student transcripts in a digital format?
   Yes
   - If not, what is the percentage of student transcripts in a digital format?
     100%
   - What is the beginning year of digitized student transcripts?
     2019
   - Are student transcripts stored separately from the overall student records?
     Yes

b.  How are the digital student records stored?

    In a Student Information System (SIS)

    - Where is the computer server located?
      Secaucus NJ

    - What is the name of the system that stores the digital records?
      Campus Nexus Student

c.  Where are the paper student records located?

    Paper Records are stored off campus at GRM 2002 S. East Street Indianapolis, IN 46225

d.  What is the beginning year of the institutional student record series?
    1961

e.  What is the estimated number of digital student records held by the institution?
    30,000

f.  What is the estimated number of paper student records held by the institution?
    60,000

g.  Aside from digital and paper, does the institution maintain student records in other formats such as microfiche?
    No

    - If so, what is the most significant format?  N/A

    - If so, what is the estimated number of student records maintained in that format?  N/A

h.  Does the institution maintain a staff position that has overall responsibility and authority over student records?
    Yes

    - If so, what is the name, title, and contact information for that individual?

      Megan Sage; Registrar; msage@lincolntech.edu; 317-851-3264

i.  Has the institution contracted with a third-party vendor such as Parchment to have student records digitized, maintained, and serviced?

    Parchment services transcript requests only. It does not hold the majority of the transcripts, only those that have been requested.

j.  Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week?
    20

k.  Is there anything that the Commission should consider with regard to the institutional student records?

No

l.  What is the digital format of student transcripts?

Student transcripts are generated on demand as PDF. Until then the data is maintained in the SIS, Campus Nexus Student.

m.  Is the institution using proprietary software, if so what is the name?

Campus Nexus Student

n.  Attach a sample transcript specifically for the program being proposed as the last page of the program application.

## 9. <u>Projected Headcount and FTE Enrollments and Degrees Conferred</u>

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.

| | | | | Projected Headcount and FTE Enrollments and Degrees Conferred | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | March 31, 2023 | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| Institution/Location:  Lincoln College of Technology at Indianapolis | | | | | | | | | | |
| Program:  Medical Assistant Technology | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | |
| | | | | FY2023 | FY2024 | FY2025 | FY2026 | FY2027 | |
| | | | | | | | | | |
| Enrollment Projections (Headcount) | | | | | | | | | |
| | Full-Time | | | 5 | 20 | 25 | 30 | 35 | |
| | Part-Time | | | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | | | | |
| | Total | | | 5 | 20 | 25 | 30 | 35 | |
| | | | | | | | | | |
| Enrollment Projections (FTE*) | | | | | | | | | |
| | Full-Time | | | 0 | 0 | 0 | 0 | 0 | |
| | Part-Time | | | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | | | | |
| | Total | | | 0 | 0 | 0 | 0 | 0 | |
| | | | | | | | | | |
| Degrees Conferred Projections | | | | 5 | 20 | 25 | 30 | 35 | |
| | | | | | | | | | |
| | | | | | | | | | |
| Degree Level: AAS | | | | | | | | | |
| CIP Code:  - 51.080; State – 31-9092 | | | | | | | | | |
| | | | | | | | | | |
| **FTE Definitions:** | | | | | | | | | |
| Undergraduate Level: 30 Semester Hrs. = 1 FTE | | | | | | | | | |
| Undergraduate Level: 24 Semester Hrs. = 1 FTE | | | | | | | | | |

# Lincoln College of Technology - Indianapolis, IN

7225 Winton Drive, Bldg #128
Indianapolis, IN 46268
(317)632-5553
www.lincolnedu.com

| Student: ██████ | ID: ██████ | DOB: ██████ | LDA: 2/17/2023 |
| Phone No: ██████ | | HS: 6/1/1994 | Program GPA: 4.00 |

## Grade History

| Course Code | Course Description | % Attended | Credits Attempted | Credits Earned | Grade | Quality Points |
|---|---|---|---|---|---|---|
| **Program: Medical Assistant** | | | | | | |
| Program Hours: **880** | Program Credits: **33.50** | | | | | |
| **Enrollment #:** ST22053802 | | **Enroll Status:** Graduate | | | | |
| **Start Date:** 5/23/2022 | | **Grad Date:** 2/17/2023 | | | | |
| **Term: 2022B04** | **2022-B** | | **5/23/2022** | **8/6/2022** | | |
| MAP101 | 05/23/22 - 06/25/22 | | | | | |
| | **Introduction to Allied Health** | 90.00 % | 5.00 | 5.00 | A | 20.00 |
| MAP110 | 06/27/22 - 08/06/22 | | | | | |
| | **Cardiopulmonary Medical Procedures** | 100.00 % | 5.00 | 5.00 | A | 20.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | | 10.00 | 10.00 | | 40.00 |
| **Term: 2022C04** | **2022-C** | | **8/8/2022** | **10/15/2022** | | |
| MAP150 | 08/08/22 - 09/10/22 | | | | | |
| | **Administrative Medical Office** | 98.60 % | 5.00 | 5.00 | A | 20.00 |
| MAP120 | 09/12/22 - 10/15/22 | | | | | |
| | **Musculoskeletal System and Medication Administration** | 99.50 % | 5.00 | 5.00 | A | 20.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | | 10.00 | 10.00 | | 40.00 |
| **Term: 2022D04** | **2022-D** | | **10/17/2022** | **12/24/2022** | | |
| MAP130 | 10/17/22 - 11/19/22 | | | | | |
| | **Clinical Lab Techniques** | 100.00 % | 5.00 | 5.00 | A | 20.00 |
| MAP140 | 11/21/22 - 12/24/22 | | | | | |
| | **Laboratory and Surgical Procedures** | 99.10 % | 5.00 | 5.00 | A | 20.00 |
| **Term GPA:** 4.00 | **Cum GPA:** 4.00 | | 10.00 | 10.00 | | 40.00 |
| **Term: 2023A04** | **2023A04** | | **1/4/2023** | **2/4/2023** | | |
| MAP300 | 01/04/23 - 02/04/23 | | | | | |
| | **Medical Assisting Internship** | 100.00 % | 3.50 | 3.50 | P | 0.00 |
| **Term GPA:** 0.00 | **Cum GPA:** 4.00 | | 3.50 | 3.50 | | 0.00 |

## Grade History

| Course Code | Course Description | % Attended | Credits Attempted | Credits Earned | Grade | Quality Points |
|---|---|---|---|---|---|---|
| | Medical Assistant | **GPA:** 4.00 | 33.50 | 33.50 | | 120.00 |
| | | Attendance %: 98.3 | | | | |

Credentials awarded for Medical Assistant enrollment

| | Date Awarded | Date Cleared |
|---|---|---|
| Diploma | 02/17/2023 | 02/17/2023 |

*** End of Transcript ***

Authorized Signature *Megan Sage*    Date 4/10/2023

** Indicates Retaken Course
R Indicates course required for repeat

Not official unless signed by registrar.