

Indiana Commission for Higher Education  
Indiana Board for Proprietary Education

Out-of-State Institutions and  
In-State Proprietary Institutions Offering Instruction in Indiana  
with a Physical Presence in the State

**DEGREE APPLICATION**  
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Harrison College - Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis Downtown, Indianapolis East, Lafayette, and Terre Haute

Name of Program Medical Assisting

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Katie Morrison

Telephone Number 317.447.6866 Application Type

Date the Form was Prepared 4.1.2015 Initial  
(Revise date after any revision) Revised on 5/18/2015

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

*This program seeks to provide students with the skills necessary to be proficient in both front and back office procedures. Students receive hands-on experience so that they are able to assist physicians in minor surgery, perform laboratory tests, assess vital signs, administer medication, operate an ECG machine and perform other therapeutic modalities prescribed by physicians. Medical Assistants are employed in physicians' offices, medical clinics, laboratories and other health agencies*

*Upon graduation, students will be able to:*

- 1. Master administrative and clinical procedures performed in an ambulatory (out-patient) care setting.*
- 2. Ascertain patient needs and respond by providing appropriate care per physicians' orders.*
- 3. Exhibit compliance to scope of legal and regulatory boundaries.*
- 4. Conduct self in ethical and professional manner while functioning as an integral member of the health care team.*
- 5. Prepare to take professional credentialing exam and demonstrate a commitment to lifelong learning through professional development to ensure up-to-date knowledge.*

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

Name of Program: \_\_\_\_\_ Medical Assisting AAS

Total Course Hours: 90 Check one: Quarter Hours  X  
 \_\_\_\_\_ Semester Hours \_\_\_\_\_  
 \_\_\_\_\_ Clock Hours \_\_\_\_\_

Tuition : \$36,000 Length of Program: 90 weeks

**SPECIALTY COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
<b>EXT2900</b>	Medical Assisting Externship	4
<b>HIM1220</b>	Introduction to Health Information Management	4
<b>INS1220</b>	Basic Insurance	4
<b>MAA1500</b>	Medical Assisting Clinical I	4
<b>MAA2500</b>	Medical Assisting Clinical II	4
<b>MAA2900</b>	Medical Assistant Certification Preparation	4
<b>MGT2000</b>	Management	4
<b>MGT2150</b>	Group Dynamics	4
<b>MED1010</b>	Medical Terminology	4
<b>MED1020</b>	Medical Law and Ethics	4
<b>MED2200</b>	Medical Office Administration	4
<b>MED2210</b>	Medical Office Software	4
<b>PHM1140</b>	Pharmacology	4
<b>PHY1020</b>	Anatomy and Physiology I	4
<b>PHY1030</b>	Anatomy and Physiology II	4
<b>PHY1260</b>	Pathophysiology	4
<b>CD1000</b>	Career Development	0
<b>GS1000</b>	Success Strategies	6

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<b><u>Course Number</u></b>	<b><u>Course Title</u></b>	<b><u>Course Hours</u></b>
<b>COM1050</b>	Composition I	4
<b>HUM1500</b>	Introduction to Humanities	4
<b>PSY1060</b>	Psychology	4
<b>SOC1050</b>	Sociology	4
<b>SCI2400</b>	Principles of Nutrition	4

**GENERAL EDUCATION / LIBERAL ARTS COURSES:**

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
----------------------	---------------------	---------------------

Number of Credit/Clock Hrs. in Specialty Courses: 70 / 90 Percentage: 78%

Number of Credit/Clock Hrs. in General Courses: 20 / 90 Percentage: 22%

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

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

**1. Location of library; Hours of student access; Part-time, full-time librarian/staff:**

**Anderson**

*Location: The library (called the Learning Resource Center) is located on the campus at: 140 East 53rd Street, Anderson, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.*

*Hours: The library is fully staffed Monday, Wednesday, and Thursday 8:30 AM - 6:30 PM, Tuesday 8:00 AM – 1:30 PM and 3:30 – 6:30 PM, Friday 8:30 AM – 1:30 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.*

*Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.*

**Columbus**

*Location: The library (called the Learning Resource Center) is located on the campus at: 2222 Poshard Drive, Columbus, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.*

*Hours: The library is fully staffed Monday, Wednesday, and Thursday 8:00 AM - 6:00 PM, Tuesday 8:00 AM – 5:30 PM, Friday 8:00 AM – 2:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.*

*Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.*

**Elkhart**

*Location: The library (called the Learning Resource Center) is located on the campus at: 56075 Parkway Avenue, Elkhart, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.*

*Hours: The library is fully staffed Monday and Tuesday 10:30 AM - 7:30 PM, Wednesday 8:00 5:30 PM, Thursday 8:30 AM – 5:30 PM, Friday 8:00 AM – 4:30 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.*

*Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.*

### **Evansville**

*Location: The library (called the Learning Resource Center) is located on the campus at: 4601 Theater Drive, Evansville, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.*

*Hours: The library is fully staffed Monday 8:00 AM – 5:30 PM, Tuesday - Thursday 10:00 - 7:30 PM, Friday 8:00 AM – 3:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.*

*Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.*

### **Fort Wayne**

*Location: The library (called the Learning Resource Center) is located on the campus at: 6413 North Clinton Street, Fort Wayne, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.*

*Hours: The library is fully staffed Monday - Thursday 8:15 AM – 5:30 PM, Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.*

*Staff: One full-time librarian is available in the LRC with the assistance of one college work study student at 10-20 hours per week to cover lunches, meetings, or other times the librarian is out of the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.*

### **Indianapolis Downtown**

*Location: The library (called the Learning Resource Center) is located on the campus at: 550 East Washington Street, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.*

*Hours: The library is fully staffed Monday - Wednesday 8:30 AM – 8:30 PM, 8:30 AM – 6:30 PM Thursday and Friday 8:00 AM – 4:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.*

*Staff: One full-time librarian is available in the LRC with the assistance of one graduate student*

*intern at 10-20 hours per week to cover extended evening hours. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.*

### **Indianapolis East**

*The library (called the Learning Resource Center) is located at the Harrison College - Indy East campus at 8150 Brookville Road, Indianapolis, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.*

*The hours of operation are: Monday-Thursday 7:30 AM to 8:30 PM, and Friday 8:00 AM to 2:00 PM.*

*Staff: There is one full time librarian, and one part-time librarian staffing the area. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.*

### **Lafayette**

*The location of the library (called the Learning Resource Center) is in the Lafayette Harrison College campus building, at 4705 Meijer Court Lafayette IN 47905.*

*The library is open to the students Monday-Thursday 8:00 am – 8:00 pm and Friday 8:00 am – 4:00 pm.*

*At the Lafayette Campus library, there is one full time staffed librarian who holds a MLS degree. Two part time work studies work in the library as well, each work 25 hours per week.*

### **Terre Haute**

*Location: The library (called the Learning Resource Center) is located on the campus at: 1378 South State Road 46, Terre Haute, Indiana. All Harrison College students can also retrieve library resources and services from the LRC website accessible at all times from any web-connected computer. The LRC website at [www.harrison.edu/LRC](http://www.harrison.edu/LRC) features links to a materials catalog and the online resources.*

*Hours: The library is fully staffed Monday - Thursday 8:00 AM – 8:00 PM and Friday 8:00 AM – 5:00 PM. In addition, live online librarian staffed chat reference is available during normal business hours, plus Saturday from 9:00 AM – 1:00 PM and Sunday evenings, 5:00 PM – 9:00 PM.*

*Staff: One full-time librarian is available in the LRC. Students are also served by over 15 full time professional librarians from other Harrison College campuses around the state who participate cooperatively in live chat and email reference, resource and collection development, and delivering instructional presentations.*

## **2. Number of volumes of professional material:**

### **Anderson**

*The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.*

### **Columbus**

*The physical collection represents just over 400 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.*

### **Elkhart**

*The physical collection represents over 500 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.*

### **Evansville**

*The physical collection represents over 900 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.*

### **Fort Wayne**

*The physical collection represents over 700 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.*

### **Indianapolis Downtown**

*The physical collection represents over 3600 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.*

### **Indianapolis East**

*The physical collection represents over 850 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.*

### **Lafayette**

*The physical collection represents over 245 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.*

### **Terre Haute**

*The physical collection represents over 1200 titles, picked specifically to support the program areas offered locally. This collection includes both circulating and reference materials. In addition, the library offers direct access to over 45,000 ebooks.*

## **3. Number of professional periodicals subscribed to:**

### **Anderson**

*The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 3 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.*

### **Columbus**

*The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 12 print journals chosen to support the various program areas, to*

*meet the general education requirements of this campus, and to promote life-long learning.*

#### **Elkhart**

*The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 8 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.*

#### **Evansville**

*The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 11 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.*

#### **Fort Wayne**

*The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 15 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.*

#### **Indianapolis Downtown**

*The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.*

#### **Indianapolis East**

*The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 30 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.*

#### **Lafayette**

*The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 18 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.*

#### **Terre Haute**

*The campus provides access to over 30,621 electronic journal titles from a number of vendors, in addition to subscribing to 33 print journals chosen to support the various program areas, to meet the general education requirements of this campus, and to promote life-long learning.*

#### **4. Other library facilities in close geographical proximity for student access:**

##### **Anderson Campus**

*The Anderson Public library is located approximately 3 miles from campus. This library provides access to any resident of Anderson City, Anderson, Stony Creek, or Union Townships. Materials are able to be utilized on-site by any.*

##### **Columbus Campus**

*The Bartholomew Public library is located approximately 4.3 miles from the Columbus campus and provides access to all county residents as well as access to a number of other county*

residents via a reciprocal agreement.

Indiana University – Purdue University, Columbus is located less than ¼ mile from campus and provides access as a state supported institution.

### **Elkhart Campus**

The Elkhart Public library is located approximately 5 miles from campus and features 4 branches. This library provides access to any resident of Elkhart, or Cleveland, Concord, or Oslo Townships. Materials are able to be utilized on-site by any.

The Bristol Public library is located approximately 5 miles from campus. The library provides access to any resident of Washington Township. Materials are able to be utilized on-site by any.

### **Evansville Campus**

The Evansville-Vanderburgh Public library is located approximately 2.5 miles from campus and features 8 branches. This library provides cards to any resident of Vanderburgh County. Materials are able to be utilized on-site by any.

The Ohio Township Public library is located approximately 6.2 miles from campus and features 3 branches. This library provides cards to any resident of Ohio Township, Newburgh, and Chandler, IN. Materials are able to be utilized on-site by any.

### **Fort Wayne Campus**

The Indiana University – Purdue University Fort Wayne library is located approximately 3.5 miles from campus. This library provides access as a state funded institution to materials on site.

The Allen County Public library is located approximately 4.7 miles from campus. This library provides cards to any resident of Allen County. Materials are able to be utilized on-site by any.

### **Indianapolis Downtown Campus**

The Indianapolis Marion County Public Library Central Library is approximately 1.3 miles from the campus. There are 22 branches of the Indianapolis Marion County Public Library located throughout the city and county as well as an online catalog and databases available to card holders.

The Indiana University Purdue University Indianapolis (IUPUI) University Library is located 1.8 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

### **Indianapolis East Campus**

There are five library facilities within close proximity for students. They are: the University of Indianapolis (8.8 miles), Indiana University Purdue University Indianapolis (9.3 miles), Indianapolis Central Library (8.6 miles), Warren Township Branch (5.0 miles), and the Franklin Road Branch (2.7 miles).

### **Lafayette Campus**

Tippecanoe County Public Library - Downtown/Main branch

Tippecanoe County Public Library - Ivy Tech Campus

### **Terre Haute Campus**

The Vigo County Public Library is approximately 5 miles from the campus. There are 2 branches

of the Vigo County Public Library as well as an online catalog and databases available to card holders.

The Indiana State Cunningham Library is located 6.4 miles from the campus. As a state supported institution their library collections are available to all Indiana residents.

**IV. FACULTY Columbus: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>2</b>	<b>Full-time:</b>	<b>1</b>	<b>Part-time:</b>	<b>1</b>
---	----------	-------------------	----------	-------------------	----------

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Aufdermauer, Aimee	CMA, AAS	16	8			X
Sanders, Debbie	BS	11	13	11	X	

**IV. FACULTY Evansville: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>5</b>	<b>Full-time:</b>	<b>3</b>	<b>Part-time:</b>	<b>2</b>
---	----------	-------------------	----------	-------------------	----------

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Robert G. Collins	AAS	11	2	0	X	
Jamie O'Daniel	AAS	8	1	0	X	
Megan Tate	BSN	6	2	0	X	
Janelle Wheeler	BS	10	3	0		X
Kory White	BS	15	2	1		X

**IV. FACULTY Fort Wayne: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>9</b>	<b>Full-time:</b>	<b>3</b>	<b>Part-time:</b>	<b>6</b>
---	----------	-------------------	----------	-------------------	----------

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Christina Bard	M.B.A.	24	4	2		X
Angela Bojrab	B.S.	5	2	0		X
Ami Cook	BS	5	4	0	X	
Cynthia Crist	BS	26	2	7		X
Jean Dunbar	M.A.	31	3	9		X
Lynda Hatfield	BA	33	16	5	X	
Laura Lemert	M.S.	15	3	13		X
Amanda McCain	A.A.S.	9	3	0		X
Jennifer Nelson	C.S.T. Diploma	24	5	0	X	

**IV. FACULTY Indianapolis Downtown and Online: Attach completed Instructor's Qualification Record for each instructor.**

**\*\* Include all required documentation pertaining to the qualifications of each instructor.**

<b>Total # of Faculty in the Program:</b>	<b>10</b>	<b>Full-time:</b>	<b>0</b>	<b>Part-time:</b>	<b>10</b>
---	-----------	-------------------	----------	-------------------	-----------

**Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)**

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Darla Pattengale	M.B.A.	18	4	0		X
Donna Armes	M.B.A.	6	3	3		X
Frank Shepersky	M.B.A.	23	7	0		X
Jeff Odom	J.D.	12	7	0		X
JoAnn Schafer	M.S.	9	6	6		X

Kim Shea	M.B.A.	4	5	0		X
Linda Myers	B.S.	31	20	3		X
Mike Newell	B.A.	11	11	0		X
Sharion Thompson	M.A.	13	4	10		X
Tina Miller	M.S.	33	4	30		X

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

Total # of Faculty in the Program:	10	Full-time:	9	Part-time:	1
------------------------------------	----	------------	---	------------	---

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Fish, Jennifer	BS	10	3	5 mo.	X	
Stanley Ballinger	MA	25	7	17	X	
Lisa Boswell	B.S.	12	10	0	X	
Keah Cuautle	MBA	5	3	.5	X	
Susan Fisher	A.A.S.	45	10	12	X	
Cleve Johnson	M.A.	9	9	0	X	
Morgan Ronan	B.S.	8	8	0	X	
Sarah Schalk	B.S.	16	8	0	X	
Megan Smith	A.A.S.	5	4	0		X
Stephen Walker	M.S.M	10	6	8	X	

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

Total # of Faculty in the Program:	5	Full-time:	3	Part-time:	2
------------------------------------	---	------------	---	------------	---

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
<b>Borisenko, Sandra</b>	<b>M.A.</b>	<b>13</b>	<b>7</b>	<b>3</b>	<b>X</b>	
<b>Evans, Patricia</b>	<b>M.S.N.</b>	<b>6</b>	<b>5</b>	<b>3 mos.</b>	<b>X</b>	
<b>Fossnock, Doreen</b>	<b>A.A.S.</b>	<b>9</b>	<b>8</b>	<b>0</b>	<b>X</b>	
<b>McConell, Helen</b>	<b>M.S.</b>	<b>20</b>	<b>4</b>	<b>1</b>		<b>X</b>
<b>Newhouser, Jason</b>	<b>M.E.</b>	<b>11</b>	<b>4</b>	<b>8</b>		<b>X</b>

*Indiana Commission for Higher Education  
Indiana Board for Proprietary Education*

### **Supplementary Information on Licensure, Certification, and Accreditation**

Institution: **Harrison College**

Degree Program: **Medical Assisting AAS**

Locations: **Anderson, Columbus, Elkhart, Evansville, Fort Wayne, Indianapolis - Downtown, Indianapolis – East, Lafayette, and Terre Haute**

**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, Indiana does not establish any licensing requirement.**

If so, please identify

The specific license(s) needed:

The State agency issuing the license(s):

+++++

**Professional Certification**

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

**The professional certifications available for graduates of CAAHEP accredited Medical Assisting programs are**

- **Certified Medical Assistant (CMA) through the American Association of Medical Assistants (AAMA)**
- **Registered Medical Assistant (RMA) through the American Medical Technologist (AMT)**

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?

***While there are four certifications exams our graduates are eligible to take, Harrison College prepares our students to take the exams with the greater name recognition and preference of physician employers in Indiana.***

***Graduates of the program will be prepared and eligible to take the CMA or RMA credentialing exam to obtain a national professional certification to have substantially better prospects for employment.***

If so, please identify

Each specific professional certification:

The national organization issuing each certification:

- ***Certified Medical Assistant (CMA) through the American Association of Medical Assistants (AAMA)***
- ***Registered Medical Assistant (RMA) through the American Medical Technologist (AMT)***

Please explain the rationale for choosing each professional certification:

***Informed employers seek applicants with credentials evidencing a quality knowledge base from an accredited Medical Assisting program.***

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

***The MAA2900 Medical Assisting Capstone Portfolio course includes a comprehensive review and knowledge assessment in preparation for taking a national credentialing exam.***

+++++

**Professional Industry Standards/Best Practices**

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

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

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

***The program incorporates the Standards and Guidelines of the Commission on Accreditation of Allied Health Programs (CAAHEP) and the curriculum cognitive, psychomotor, and affective quality education objectives of the Medical Assisting Education Review Board (MAERB). In addition, the program focuses on national certification exam content areas, along with professional principles of the health care industry.***

+++++

**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?

If so, please identify the specialized accrediting agency:

***The Harrison College Medical Assisting AAS program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).***

***Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
1361 Park Street  
Clearwater, FL 33756  
(727) 210-2350; Fax (727) 210-2354  
<http://www.caahep.org>***

+++++

**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?

***N/A***

If so, please list the baccalaureate degree(s):

+++++

**Job Titles**

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

***Job titles include administrative medical assistant, patient care coordinator, and clinical medical assistant.  
Job categories include medial assisting, health care, medical record management and billing, and administrative support.***