

MEDICAL ASSISTING

Diploma (D45400)

Associate in Applied Science Degree (A45400)

(One Plus One Option)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/ treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

COURSE AND HOUR REQUIREMENTS (FIRST YEAR)

Title		Class	Lab	Work Exp/ Clinical	Credits
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 111	Expository Writing	3	0	0	3
Social/Behavioral Science:					
PSY 150	General Psychology	3	0	0	3
A. CORE					
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 130	Administrative Office Procedures I	1	2	0	2
MED 131	Administrative Office Procedures II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Lab Procedures I	3	4	0	5
MED 260	MED Clinical Externship	0	0	15	5
Required Subject Areas:					
Anatomy & Physiology:					
BIO 163	Basic Anatomy & Physiology	4	2	0	5
Medical/Legal Issues:					
MED 118	Medical Law & Ethics	2	0	0	2
Terminology:					
MED 121	Medical Terminology I	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
C. OTHER MAJOR HOURS:					
CIS 111	Basic PC Literacy	1	2	0	2
MED 262	Clinical Perspectives	1	0	0	1
MED 272	Drug Therapy	3	0	0	3
OST 131	Keyboarding	1	2	0	2
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:					47

continued. . .

COURSE AND HOUR REQUIREMENTS (SECOND YEAR)

Title	Class	Lab	Work Exp/ Clinical	Credits	
I. GENERAL EDUCATION COURSES					
Communications:					
ENG 114	Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts: (Select one)					
HUM 121	Nature of America	3	0	0	3
HUM 122	Southern Culture	3	0	0	3
Natural Sciences/Mathematics:					
MAT 115	Mathematical Models	2	2	0	3
Social/Behavioral Science:					
PSY 241	Developmental Psychology	3	0	0	3
A. CORE					
CTS 130	Spreadsheet	2	2	0	3
MED 134	Medical Transcription	2	2	0	3
MED 232	Medical Insurance Coding	1	3	0	2
MED 264	Medical Assisting Overview	2	0	0	2
MED 270	Symptomatology	3	0	0	3
OST 136	Word Processing	1	2	0	2
TOTAL SEMESTER HOURS REQUIRED FOR A.A.S. DEGREE:					74