

# HEALTH SCIENCES

## MEDICAL ASSISTING

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, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electro-cardiography, supervised medication administration; and ethical/legal issues associated with patient care.

The Medical Assisting Education Review Board (MAERB), an autonomous unit within the Endowment, evaluates medical assisting programs according to Standards adopted by the American Association of Medical Assistants (AAMA), the American Medical Association (AMA), and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The MAERB then recommends programs to CAAHEP for accreditation.

Graduates of CAAHEP accredited medical assisting diploma program may be eligible to sit for the American Association of Medical Assistants' Certification Examination, the CMA (AAMA) exam, to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and outpatient clinics.

### Medical Assisting Diploma - D45400

-Hybrid

#### First Semester

BIO 161	Intro to Human Biology.....	3
ENG 111	Writing and Inquiry .....	3
MAT 110	Math Measurement & Literacy .....	3
CIS 111	Basic PC Literacy .....	2
MED 110	Orientation to Medical Assisting .....	1
MED 118	Medical Law and Ethics.....	2
MED 121	Medical Terminology I .....	3
MED 130	Administrative Office Procedures I .....	2
MED 138	Infection/Hazard Control.....	2

#### First Semester

MED 122	Medical Terminology II .....	3
MED 131	Administrative Office Procedures II .....	2
MED 140	Examining Room Procedures I .....	5
MED 150	Laboratory Procedures I.....	5

#### Summer Term

MED 260	Medical Clinical Practicum .....	5
MED 262	Clinical Perspectives .....	1
MED 264	Medical Assisting Overview .....	2
MED 274	Diet Therapy/Nutrition .....	3

**Graduation Requirements .....47 Credit Hours**

### Medical Assisting Degree - A45400

Students who have successfully completed the one-year Medical Assisting diploma can choose to continue their education by completing the Medical Assisting degree. The Medical Assisting associate degree completion program is designed for Medical Assistants who desire an associate degree for career advancement or transfer purposes.

-Hybrid

#### Additional Courses Required for the Medical Assisting Degree – A45400

#### First Spring Semester

BIO 161	Intro to Human Biology.....	3
ENG 111	Writing and Inquiry .....	3
MAT 110	Math Measurement & Literacy .....	3

CIS 111	Basic PC Literacy .....	2
MED 110	Orientation to Medical Assisting .....	1
MED 118	Medical Law and Ethics.....	2
MED 121	Medical Terminology I.....	3
MED 130	Administrative Office Procedures I .....	2
MED 138	Infection/Hazard Control .....	2

#### First Spring Semester

MED 122	Medical Terminology II.....	3
MED 131	Administrative Office Procedures II .....	2
MED 140	Examining Room Procedures I.....	5
MED 150	Laboratory Procedures I .....	5

#### Summer Term

MED 260	Medical Clinical Practicum.....	5
MED 262	Clinical Perspectives.....	1
MED 264	Medical Assisting Overview .....	2
MED 274	Diet Therapy/Nutrition.....	3

**Total Diploma Requirements..... 47 Semester Credit Hours**

#### Third Semester

MED 232	Medical Insurance Coding.....	2
MED 270	Symptomatology .....	3
MED 272	Drug Therapy .....	3
ENG/COM	Select one from.....	3
	ENG 114, ENG 112, COM 231, COM 120	

#### Fourth Semester

PSY/SOC	PSY 150 or SOC 210 .....	3
SPA 120	Spanish for the Workplace .....	3
HUM/Fine Arts	Select one from .....	3
	HUM 110, HUM 115, HUM 160, or PHI 210	

**Graduation Requirements ..... 67 Credit Hours**