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, electrocardiography, 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 264 Medical Assisting Overview ................................. 2
- MED 274 Diet Therapy/Nutrition ....................................... 3

Graduation Requirements .............................................. 46 Credit Hours

A grade of “C” or better is required for all curriculum courses in the Medical Assisting Diploma program of study.

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 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 ....................... 66 Credit Hours

A grade of “C” or better is required for all curriculum courses in the Medical Assisting Diploma program of study.