

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

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General Education Courses

ENG 111	Expository Writing	3
CIS 111	Basic PC Literacy	2
MAT 110	Mathematical Measurement.....	3

Major Courses

BIO 161	Intro to Human Biology.....	3
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law and Ethics.....	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Administrative Office Procedures I.....	2
MED 131	Administrative Office Procedures II.....	2
MED 138	Infection/Hazard Control.....	2
MED 140	Examining Room Procedures I	5
MED 150	Laboratory Procedures I.....	5
MED 183	Electronic Med Records I	5
MED 260	MED Clinical Practicum.....	5
MED 264	Medical Assisting Overview	2

Graduation Requirements 48 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.

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Additional Courses Required for the Medical Assisting Degree – A45400

Additional Major Courses

MED 232	Medical Insurance Coding	2
MED 270	Symptomatology	3
MED 272	Drug Therapy	3
MED 274	Diet Therapy/Nutrition	3

Additional General Education Courses

SPA 120	Spanish for the Workplace	3
	Humanities/Fine Art elective.....	3

Choose one:

ENG 112	Argument-Based Research	3
ENG 113	Literature Based Research.....	3
ENG 114	Professional Research and Reporting	3
COM 120	Interpersonal Communication	3
COM 231	American Literature I.....	3

Choose one:

PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Graduation Requirements 71 Credit Hours