

MEDICAL ASSISTANT

Technical Diploma

About the Medical Assistant Program

Medical assistants work primarily in medical clinics, physician offices or ambulatory care clinics. The medical assistant is trained in all aspects of the medical office. Responsibilities might include preparing the patient for physical examination, obtaining a health history, assisting the physician with the exam as well as assisting with minor surgery, performing routine tests independently, and disinfecting and sterilizing instruments. Some medical assistants manage the office, arrange and confirm appointments, register patients, keep treatment records, send bills, receive payments, file insurance forms, handle the mail, and keep inventory records.

PROGRAM OUTLINE

SEMESTER: 1		
Course #	Course Title	Credits
1050110100	Medical Terminology Focuses on the component parts of medical terms: prefixes, suffixes and word roots. You will practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.	3.00
1050110400	Culture of Healthcare Designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in healthcare.	2.00
1050110700	Digital Literacy for Healthcare Intro to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasizes the use of common software packages, operating systems, file management, word processing, spreadsheet, database, internet, and electronic mail.	2.00
3150930100	Medical Asst Admin Procedures Introduces Medical Assistant students to office management and business administration in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. Students apply introductory medical coding skills and managed care terminology.	2.00
3150930200	Human Body in Health and Disease Introduces students to basic anatomy and physiology of the human body. Focuses on wellness and disease prevention. Students identify diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases. Prerequisite(s): 1050110100 Medical Terminology (C or better) (concurrent enrollment allowed).	3.00
3150930300	Medical Asst Lab Procedures 1 Introduces Medical Assistant students to laboratory procedures commonly performed in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing.	2.00

Course #	Course Title	Credits
3150930400	<p>Medical Asst Clin Procedures 1</p> <p>Introduces Medical Assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills, including screening, vital signs, patient history, minor surgery, and patient preparation for routine and specialty exams in the ambulatory care setting. 3150930200 Human Body in Health and Disease (C or better) (concurrent enrollment allowed)</p>	4.00
SEMESTER: 2		
Course #	Course Title	Credits
3150130800	<p>Pharmacology for Allied Health</p> <p>Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems. Prerequisite(s): 3150930200 Human Body in Health and Disease (C or better) or 1080617700 General Anatomy and Physiology (C or better).</p>	2.00
3150930500	<p>Med Asst Lab Procedures 2</p> <p>Prepares students to perform laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students perform phlebotomy, immunology, hematology, and chemistry laboratory procedures. Prerequisite(s): 3150930300 Medical Asst Lab Procedures 1 (C or better).</p>	2.00
3150930600	<p>Med Asst Clin Procedures 2</p> <p>Prepares Medical Assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting. Prerequisite(s): 3150930400 Medical Asst Clin Procedures 1 (C or better) and 3150930300 Medical Asst Lab Procedures 1 (C or better).</p>	3.00
3150930700	<p>Medical Office Insurance and Finance</p> <p>Introduces Medical Assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. 1050110700 Digital Literacy for Healthcare (C or better) and 3150930100 Medical Asst Admin Procedures (C or better)</p>	2.00
3150930900	<p>Medical Law Ethics and Professionalism</p> <p>Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical records, perform risk management procedures, and examine legal and bioethical issues.</p>	2.00
3150931000	<p>Medical Assistant Practicum</p> <p>Requires Medical Assistant students to integrate and apply knowledge and skills from all previous Medical Assistant courses in actual patient care settings. Learners perform administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. Prerequisite(s): (1050110400 Culture of Healthcare (C or better) or 1080119500 Written Communication (C or better)) and 3150930500 Med Asst Lab Procedures 2 (C or better) (concurrent enrollment allowed) and 3150930600 Med Asst Clin Procedures 2 (C or better) (concurrent enrollment allowed) and 3150930700 Medical Office Insurance and Finance (C or better) (concurrent enrollment allowed) and 3150930900 Medical Law Ethics and Professionalism (C or better) (concurrent enrollment allowed).</p>	3.00

Total Credits: 32.00

Talk with an Academic Advisor about the program outline. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

AT A GLANCE

Flexible Options



ON CAMPUS ONLINE

Term Start Dates

Fall 2019: September 4

Spring 2020: January 8

Summer 2020: May 8

Approximate Cost

\$4,294*

Financial Aid Eligible

*Based on 10-level courses - materials, books, and fees may be additional

What You'll Learn

- Perform medical office duties administrative functions.
- Provide patient care in accordance with regulations, policies, laws, and patient rights.
- Perform medical laboratory procedures.
- Demonstrate professionalism in healthcare setting.
- Demonstrate safety and emergency practices in a healthcare setting.

Your Potential Careers

- Medical/Surgical Office Assistant
- Phlebotomist
- Laboratory Assistant
- Optometric Assistant
- Podiatric Assistant
- Pharmacy Assistant
- Chiropractor Assistant

Get Started

Your application can be submitted online, it takes just a few minutes to complete.

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