# Medical Assistant

## Program Guide

## Technical Certificate Requirements

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<th>Course Title</th>
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<td>MED 111 Patient Care I</td>
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**Total Credits**: 18  
**Semester Total**: 18  
**Total Technical Education Credits**: 36

## Associate of Applied Science Degree Requirements

**Required Technical Courses**  
Medical Assistant Technical Certificate  
36 credits

**Related Technical Electives**  
Any Business Administrative Technology, Commercial Art, Certified Nurse Aide courses  
9 credits

**General Education (course numbers 100 or above)**  
Verbal Communications  
Written Communications  
Mathematics, and/or Computer Science  
Social Sciences and/or Humanities and Fine Arts  
6 credits  
3 credits  
6 credits  
3 credits

**Technical Certificate**: 36 credits  
**Related Technical Electives**: 9 credits  
**General Education**: 15 credits  
**Total AAS Credits**: 60 credits

### Admission Criteria – Completed by August 1
- Be at least 17 years of age (must be 18 years of age at program completion)
- Have earned a high school or General Educational Development (GED) diploma
- Successfully complete applicable preadmission testing and/or advising
- CNA licensure is **preferred, but not mandatory** prior to enrollment in Medical Assistant
- Complete first Hepatitis B immunization (preferred, but not mandatory prior to August 1)

### Program Requirements
- Students must pass all fall semester courses to be eligible for spring semester courses
- Successfully complete the Registered Medical Assistant exam
Clinical Participation Requirements

- Students must earn a minimum of a 76% in ALL of the first semester courses
- Students must maintain a minimum of a 76% in ALL of the second semester courses
- Students must have a minimum of 90% attendance in the program.
- Students must pass CPR and First Aid prior to clinical participation
- Completed required immunizations and tuberculosis skin test/screen and have documentation of flu vaccine (preferably by end of first semester). Students will not be allowed to participate in clinicals without documentation of immunizations.
- Students must pass skills competency tests with at least an 85%

Note:
- It is strongly recommended that Medical Assistant students work a limited number of hours due to the heavy curriculum load required by this program.
- Students are responsible for their own transportation to clinicals.
- Background and drug testing may be conducted.

Medical assistants perform tasks to help keep the offices of physicians, and other health specialty practitioners, laboratories, clinics, hospitals, surgery centers, and other organizations such as American Red Cross Blood Banks running smoothly. They can perform administrative tasks like updating and filing medical records and arranging for hospital admissions as well as other general office procedures like managing multi-line phones and patient waiting room. Common clinical tasks also include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, collecting specimens and performing basic laboratory tests, and sterilizing medical instruments. They instruct patients about medications and diets, prepare and administer medications as directed by a physician, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, give shots, remove sutures, and change dressings.

Career Opportunities: Medical Assistants work in many different health care settings such as Hospitals, Emergency Clinics, Laboratories, Pharmacies, Specialty Doctors Offices, and Chiropractic Clinics.

Course Descriptions

**MED 101 Medical Professional Issues, 2 credits.**
This course focuses on the basic concept of professional practice of medicine and the role and function of the medical assistant. Students discuss the personal and professional characteristics and legal and ethical standards for medical assistants, explore professional and personal therapeutic communication, and address time management and goal setting.

**MED 103 Medical Terminology, 3 credits.**
The content of this course focuses on the introduction to medical terminology. Vocabulary is explored to structure of word, prefixes, suffixes and root words. Emphasis is on proper usage, pronunciation, spelling and definition of each of the structures commonly used in the medical field.

**MED 105 Emergency Preparedness, 1 credit.**
Provides healthcare professionals with an orientation for their possible future roles in disaster response and the importance of staying within their scope of practice of their profession. Students
will be prepared to meet the expectations of their employers, to volunteer effectively and to be competent and safe responders.

**MED 110 Human Body in Health and Disease, 3 credits.**
This course focuses on the basic structure and function of the human body, from cells through systems to the human organism, with emphasis on the interaction of systems and physiological functions.

**MED 111 Patient Care I, 3 credits.**
This course introduces basic clinical skills necessary for medical assistants. Presents aseptic practices for the medical office and studies patient interaction such as interviewing, obtaining, evaluating and documenting vital signs and assisting with basic physical exams and testing.

**MED 113 Medical Administrative Aspects I, 4 credits.**
This course covers the administrative skills of the healthcare team member. These skills include effective telephone techniques, scheduling patients for appointments, management of facilities, records management, and use of office equipment.

**MED 117 Pharmacology, 3 credits.**
Focus is on the medical assistant’s role in the calculation, preparation and administration of various medications. Studies include administration of injectable, topical, oral and buccal medications. Return demonstrations are also required.

**MED 120 Diagnostic Procedures, 2 credits.**
Course content focuses on the specialized procedures associated with the human body systems covered in MA 110 Human Body.

**MED 121 Patient Care II, 4 credits. (Prerequisites: MED 111, MED 117)**
This course focuses on expanding the knowledge gained in MED 111 Patient Care I and MED 117 Pharmacology. It presents more complex and independent procedures performed by the medical assistant. Minor surgical procedures, physical therapy, sterile procedures, emergency procedures and medication administration by injection and intravenous are addressed.

**MED 123 Medical Administrative Aspects II, 3 credits. (Prerequisite: MED 113)**
This course combines previous coursework as an introduction to the expanded role of the medical assistant as the medical office manager. Students produce and edit medical transcriptions from a series of taped reports and prepare a variety of medical documents. Professional communications, job-seeking and interviewing skills, expanded practice in topics covered in Administrative Aspects I and other skills include effective telephone techniques, scheduling patients for appointments, management of facilities, records management, and use of office equipment.

**MED 125 Clinical Laboratory Procedures, 4 credits. (Prerequisites: minimum grade of 76% in all program coursework and 90% attendance.)**
This course addresses the role and function of the professional in the clinical laboratory setting. Topics include safety, Clinical Laboratory Improvement Act of 1988 (CLIA) government regulations, and quality assurance in the laboratory. Students learn concepts and perform procedures in the different departments of the laboratory, including specimen collection, and performance of CLIA 88 low-and/or moderate-complexity testing. Students demonstrate competency in a wide variety of techniques used to collect, process and test specimens.
**MED 131 Clinicals for the Medical Assistant, 4 credits. (Prerequisite: Hepatitis B vaccination, 90% attendance record and a 76% average in program coursework.)**

This is the application phase of the Medical Assistant program which is designed to give students an opportunity to apply and practice the principles and procedures learned while participating in supervised, non-remunerative clinical experiences in physicians’ offices and clinics. Students are expected to adapt to the rules and routines of the individual medical office. Evaluation is based on the student’s preparation for duties, active participation, attendance and professionalism.