

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, Face-to face and Online courses

Fall Semester

BIO 161*	Intro to Human Biology.....	3
MAT 110*	Math Measurement & Literacy	3
MED 110	Orientation to Medical Assisting.....	1
MED 121	Medical Terminology I.....	3
MED 130	Administrative Office Procedures I.....	2
MED 138	Infection/Hazard Control.....	2

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 118	Medical Law and Ethics.....	2
MED 260	Medical Clinical Practicum	5
MED 264	Medical Assisting Overview	2
ENG 111*	Writing and Inquiry	3

Graduation Requirements 41 Credit Hours

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

After completing MED 260 Medical Clinical Practicum students will have completed the Medical Assisting Diploma (D45400) requirements; and will be eligible to take the CMA (AAMA) certification exam. Please visit www.aama-ntl.org for more information.

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, Face-to-face and Online courses

Additional Courses Required for the Medical Assisting Degree

- A45400

Fall Semester

BIO 161*	Intro to Human Biology.....	3
MAT 110*	Math Measurement & Literacy.....	3
MED 110	Orientation to Medical Assisting	1
MED 121	Medical Terminology I.....	3
MED 130	Administrative Office Procedures I	2
MED 138	Infection/Hazard Control	2

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 118	Medical Law and Ethics.....	2
MED 260	Medical Clinical Practicum.....	5
MED 264	Medical Assisting Overview	2
ENG 111*	Writing and Inquiry	3

Total Diploma Requirements..... 41 Semester Credit Hours

Fall Semester

MED 232	Medical Insurance Coding.....	2
MED 270	Symptomatology	3
MED 272	Drug Therapy	3
SPA *	SPA 120 or SPA 111/181	3

Spring Semester

ENG/COM*	Select one from.....	3
	ENG 114, ENG 112, COM 231, COM 120	
PSY/SOC*	PSY 150 or SOC 210	3
OST 137*	Office Applications I.....	3
HUM/Fine Arts*	Select one from.....	3
	HUM 110, HUM 115, HUM 160, or PHI 210	

Graduation Requirements 64 Credit Hours

A grade of "C" or better is required for all curriculum courses in the Medical Assisting Degree program of study.

*Courses may be taken before entering the program