

MEDICAL ASSISTANT

Associate in Applied Science



The Medical Assistant program prepares graduates for a career in a physician's office, health care facility, or other setting in which medical, administrative, laboratory, and basic clinical training are required.

Through studies in anatomy & physiology, communications, medical administrative procedures, medical law and ethics, medical transcription, medical assistant clinical procedures, and a 240-hour externship in the fourth semester, graduates of this program are well prepared to enter the medical field at the entry level. Student who obtain national certification as a Registered Medical Assistant (RMA) will have the credentials needed for more employment opportunities.

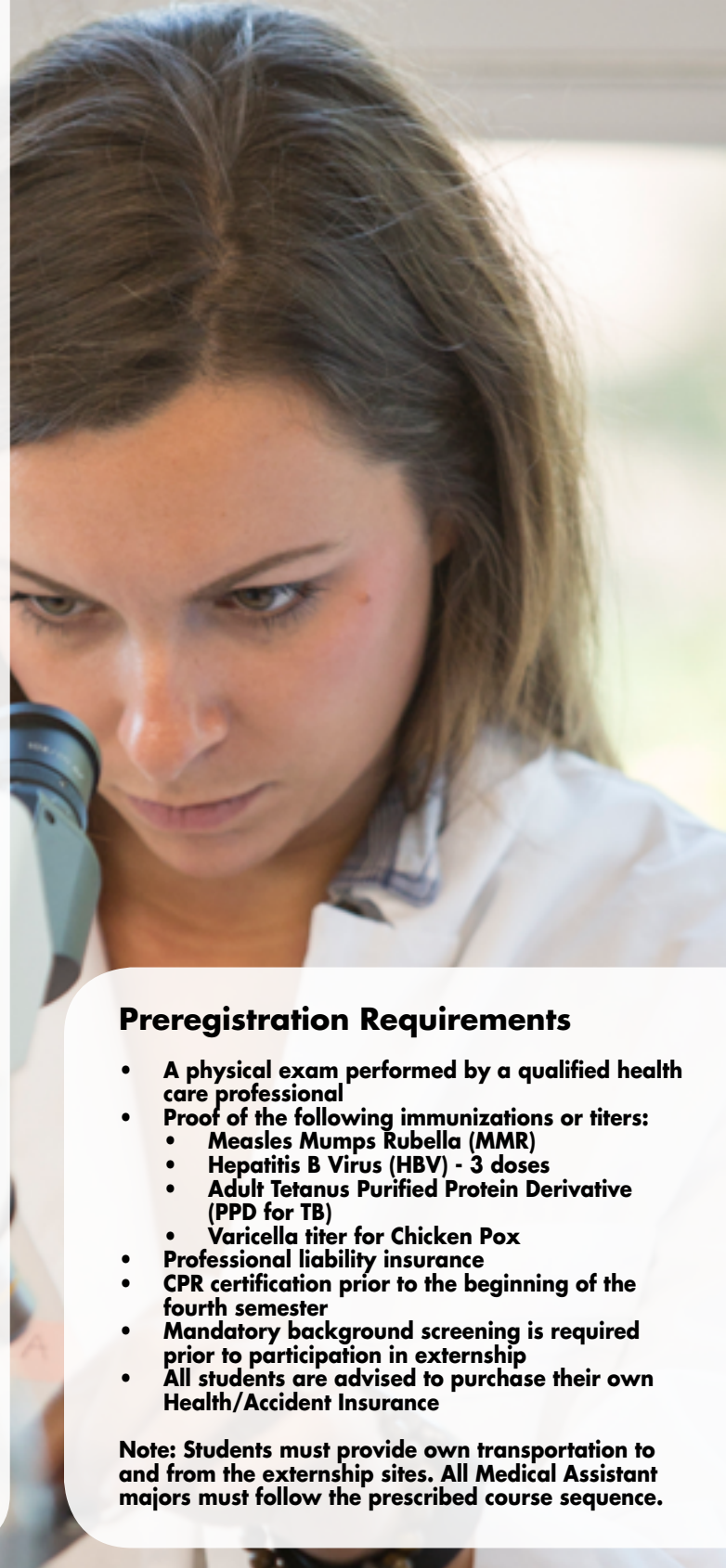
Graduates may pursue careers as:

- **Medical Office Assistants**
- **Medical Secretaries**
- **Medical Transcriptionists**

Degree Requirements

Semester I	Credit Hours	
BUS 150	Effective Customer Relations	3
BCA 120	Introduction to Computer Applications	3
BIO ___	Select one of the following sets:	4
	BIO 101 General Biology Lecture	
	BIO 102 General Biology Lab	
	or	
	**BIO 115 Anatomy & Physiology I Lecture	
	**BIO 116 Anatomy & Physiology I Lab	
MAT 101**	Business Math	3
MET 111	Medical Terminology I	3
Semester II		
BIO ___	Select one of the following sets:	3
	BIO 105 Essentials of Anatomy and	
	**BIO 117 Anatomy and Physiology II	(3)
	**BIO 118 Anatomy and Physiology II Lab	(1)
ENG ___	Select one of the following:	3
	*ENG 101 College Writing	
	ENG 105 College Writing Seminar	(4)
COM 100	Public Speaking	3
MEA 165	Medical Ethics and Law	3
Semester III		
MEA 205	Medical Office Administration & Electronic Health Records	3
MEA 221	Medical Clinical Procedures I Lab	2
MEA 222	Medical Clinical Procedures I Lecture	3
MEA 240	Essentials of Pharmacology for Medical Assistants	3
PSY 101	Introduction to Psychology	3
___ ___	Elective: Humanities/Social Science	3
Semester IV		
MEA 210	Insurance Coding/Claims Processing	3
MEA 230	Advanced Medical Clinical Procedures II Lecture	3
MEA 231	Advanced Medical Clinical Procedures II Lab	2
MEA 266	Medical Assistant Externship (240 hrs)	6
___ ___	Writing course (see page 34-35)	3
 Total Credit Hour Requirements		62-64

*Placement determined by assessment test scores and/or prior college coursework



Preregistration Requirements

- A physical exam performed by a qualified health care professional
- Proof of the following immunizations or titers:
 - Measles Mumps Rubella (MMR)
 - Hepatitis B Virus (HBV) - 3 doses
 - Adult Tetanus Purified Protein Derivative (PPD for TB)
 - Varicella titer for Chicken Pox
- Professional liability insurance
- CPR certification prior to the beginning of the fourth semester
- Mandatory background screening is required prior to participation in externship
- All students are advised to purchase their own Health/Accident Insurance

Note: Students must provide own transportation to and from the externship sites. All Medical Assistant majors must follow the prescribed course sequence.



Medical Assistant Prerequisites/Requirements:

High school prerequisite(s) for program admission: Biology with lab. A grade of "C" or better in all Medical Assistant, Medical Transcription, Biology, Math, and Business and Computer Applications courses, a cumulative GPA of 2.0 or better, completion of the first and second semester courses and approval of the Department Chair is required before enrollment in the first Medical Assistant Externship. Students must have had Biology with lab. Student must meet ENG 101 or ENG 105, and MAT 100 prerequisites.

Office of Admissions

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