

# 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 <b>one</b> 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
LER 100	First Year Seminar MEA 1
Semester II	
BIO ___	Select <b>one</b> of the following sets: 3
	BIO 105 Essentials of Anatomy
	**BIO 117 Anatomy and Physiology II and (3)
	**BIO 118 Anatomy and Physiology II Lab (1)
ENG ___*	Select <b>one</b> 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 3
	Health Records
MEA 221	Medical Clinical Procedures I Lab 2
MEA 222	Medical Clinical Procedures I Lecture 3
MEA 240	Essentials of Pharmacology for Medical 3
	Assistants
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 3
	Lecture
MEA 231	Advanced Medical Clinical Procedures II 2
	Lab
MEA 266	Medical Assistant Externship (240 hrs) 6
___	Approved Writing course (see catalog) 3
<b>Total Credit Hour Requirements</b>	<b>63-64</b>

\*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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[www.cmcc.edu](http://www.cmcc.edu)

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