

# Technical and Vocational Programs

## A 45 40 0 Medical Assisting – Associate in Applied Science

### CONCENTRATION OVERVIEW

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, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care. Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

**Students pursuing the Associate in Applied Science degree will first graduate from the Diploma program in Medical Assisting. The program does not grant credit or advanced placement for experiential learning.**



The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 – 113th St. N, #7709, Seminole, FL 33775 Phone: 727-210-2350 [www.caahep.org](http://www.caahep.org)

Upon completion of this concentration, graduates will be able to find success as employees with physician offices, health maintenance organizations, health departments and hospitals; perform administrative and clinical duties to include: answer telephone, greet patients, update and file patient medical records, complete insurance forms, correspondence, schedule appointments and referrals, billing, collections, bookkeeping, take patient medical history, vital signs, explain treatments, prepare and assist during patient examinations, collect specimens and perform basic lab testing, sterilize medical instruments, prepare and administer medications, authorize drug refills as directed, perform electrocardiograms, remove sutures and change dressings; apply basic knowledge of medical assisting during practicum using concepts of health and illness when implementing medical care; assume responsibility for continued career development in a changing health care system.

### Student Learning Outcomes – Upon completion of the program, students will:

1. Perform administrative duties to include: answer telephone, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admissions, laboratory services admissions, and basic bookkeeping.
2. Apply basic knowledge of medical assisting process and concepts of health and illness when implementing medical care.
3. Perform clinical duties to include: take patient medical history, vital signs, explain treatments, prepare patients for examinations, assist during an examination, collect lab specimens, basic lab testing, dispose of contaminated supplies, sterilize medical instruments, prepare and administer medications, authorize drug refills as directed, prepare patients for x-ray, take electrocardiograms, remove sutures and change dressings.
4. Demonstrate knowledge of Medical Assisting code of ethics and basic skills in applying ethical/legal principles in the delivery of care.
5. Assume responsibility for continued career development as related to expanding knowledge based on a changing health care system.

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

## A 45 40 0 Medical Assisting – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MED 110 Orientation to Medical Assisting	Pre-Requisites: ENG 002 Tier 1	1			1	1
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	1	2		3	2
MED 131 Admin. Office Procedures II	Pre-Requisites: MED 130	1	2		3	2
MED 140 Exam Room Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	3	4		7	5
BIO 168 Anatomy and Physiology I	Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology	4	3		6	4
<b>TOTAL SEMESTER HOURS</b>		<b>13</b>	<b>10</b>		<b>23</b>	<b>18</b>
First Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
ENG 111 Expository Writing	P=ENG 002 Tier 1 C=ENG 011	3			3	3
MED 118 Medical Law & Ethics	Pre-Requisites: ENG 002 Tier 1	2			2	2
MED 150 Laboratory Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	3	4		7	5
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
MED 260 AB Medical Clinical Practicum	Pre-Requisites: Enrollment in the Medical Assisting Program			6	6	2
<b>TOTAL SEMESTER HOURS</b>		<b>13</b>	<b>6</b>	<b>6</b>	<b>25</b>	<b>18</b>
First Year Summer Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MED 260 BB Medical Clinical Practicum	Pre-Requisites: Enrollment in the Medical Assisting Program			9	9	9
MED 264 Overview	Pre-Requisites: Enrollment in the Medical Assisting Program	2			2	2
<b>TOTAL SEMESTER HOURS</b>		<b>2</b>		<b>9</b>	<b>11</b>	<b>5</b>

<b>Second Year Fall Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
MAT 143 Quantitative Literacy	Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites: MAT 043	2	2		4	3
OST 148 Med Ins & Billing	Prerequisites: None	3			3	3
BUS 151 People Skills	Pre-Requisites: none	3			3	3
CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy	CIS 110 Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1 CIS 111 Pre-Requisites: None	1-2	2		3-4	2-3
CTS 115 Info Sys Business Concepts	Pre-Requisites: ENG 002 Tier 1	3			3	3
<b>TOTAL SEMESTER HOURS</b>		<b>12</b>	<b>4</b>		<b>16</b>	<b>14</b>
<b>Second Year Spring Semester Course Number and Title</b>	<b>Pre-Requisites and Co-Requisites</b>	<b>Class Hours</b>	<b>Lab Hours</b>	<b>Clinical Hours</b>	<b>Total Contact Hours</b>	<b>Total Credit Hours</b>
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
Humanities/Fine Arts elective (Students may not take an introductory foreign language course or a communication course as their humanities elective)	Pre-Requisites: Varies	3			3	3
BIO 155 Nutrition	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
<b>TOTAL SEMESTER HOURS</b>		<b>12</b>			<b>12</b>	<b>12</b>
<b>TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE</b>						<b>67</b>