

MEDICAL ASSISTANT
Associate in Applied Science (AAS) Degree

Minimum Credits: 62.0
Contact Hours: 79.0

INTRODUCTION: This program provides a balanced blend of administrative and clinical courses to prepare the student for entry level medical assisting. This allied health care profession offers work primarily in ambulatory settings such as medical offices and clinics. Supervised internships at physician's offices are required and, prior to placement, the student must submit evidence of good health including up-to-date immunizations and tuberculin screening results and CPR certification. A background check may also be required. A medical assistant's responsibilities may include, but are not limited to, the administrative duties of handling correspondence, scheduling patients, maintaining medical records, obtaining medical codes, and insurance billing procedures to the clinical duties of taking vital signs, sterilizing instruments, performing routine office laboratory procedures and tests, obtaining EKG readouts, and assisting patients with understanding treatment instructions. Medical assistants must also demonstrate professionalism and effective communication skills.

GENERAL EDUCATION COURSES

COURSE	TITLE	CREDITS	CONTACT HOURS
ENG 111 or 121	English Composition I or Advanced English Composition I	3.0	3.0
ENG 112 or 122	English Composition II or Advanced English Composition II	3.0	3.0
PSY 101	General Psychology	3.0	3.0
PLS 221 or 222 or HST 221 & 222	American Government Requirement	<u>3.0-6.0</u>	<u>3.0-6.0</u>
GENERAL EDUCATION CREDITS/CONTACT HOURS:		12.0-15.0	12.0-15.0

CORE PROGRAM COURSES

COURSE	TITLE	CREDITS	CONTACT HOURS
BIO 110	Essentials of Anatomy and Physiology ^A	4.0	5.0
BIS 100 or 101	Computer Keyboarding or Keyboard Skillbuilding	1.0	2.0
BIS 160	Medical Terminology ^A	4.0	4.0
BIS 163	Medical Office ICD Coding ^A	4.0	4.0
BIS 164	Medical Office Insurance Billing ^A	3.0	4.0
BIS 165	Medical Office Procedures ^A	4.0	4.0
BIS 167	Medical Ethics and Law for Health Professionals ^A	3.0	3.0
BIS 168	Medical Office CPT Coding ^A	3.0	4.0
BIS 169	Practice Management Software ^A	3.0	4.0
BIS 220	Medical Assistant Administrative Practicum ^A	2.0	4.0
CIS 120	Introduction to Microcomputers ^A	3.0	4.0
MED 222	Medication Administration for Medical Assistants ^A	3.0	4.0
MED 223	Medical Assistant Clinical Lab ^A	4.0	6.0
MED 224	Medical Assistant Clinical Practicum ^A	6.0	12.0
MED 221	Medical Assistant Credentialing Prep ^A	<u>3.0</u>	<u>3.0</u>
CORE PROGRAM CREDITS/CONTACT HOURS:		<u>50.0</u>	<u>67.0</u>
TOTAL MINIMUM PROGRAM CREDITS/CONTACT HOURS:		62.0	79.0

SUGGESTED SEQUENCING OF COURSES:

YEAR 1 (FALL SEMESTER) <u>15.0</u> CREDITS		CREDITS	CONTACT HRS	YEAR 1 (SPRING SEMESTER) <u>17.0</u> CREDITS		CREDITS	CONTACT HRS
BIS 100 or BIS 101	1.0	2.0	BIO 110 Essentials of Anatomy and Physiology	4.0	5.0		
BIS 160 Medical Terminology	4.0	4.0	BIS 164 Medical Office Insurance Billing	3.0	4.0		
BIS 163 Medical Office ICD Coding	4.0	4.0	BIS 167 Medical Ethics and Law for Health Prof	3.0	3.0		
BIS 168 Medical Office CPT Coding	3.0	4.0	BIS 169 Practice Management Software	3.0	4.0		
CIS 120 Introduction to Microcomputers	<u>3.0</u>	<u>4.0</u>	BIS 165 Medical Office Procedures	<u>4.0</u>	<u>4.0</u>		
TOTAL	15.0	18.0	TOTAL	17.0	20.0		
YEAR 1 (SUMMER INTERNSHIP) <u>2.0</u> CREDITS				CREDITS	CONTACT HRS		
BIS 220 Medical Assistant Administrative Practicum				2.0	4.0		
YEAR 2 (FALL SEMESTER) <u>13.0</u> CREDITS		CREDITS	CONTACT HRS	YEAR 2 (SPRING SEMESTER) <u>15.0-18.0</u> CREDITS		CREDITS	CONTACT HRS
ENG 111 or 121 English Composition I	3.0	3.0	ENG 112 or 122 English Composition II	3.0	3.0		
MED 222 Medication Administration	3.0	4.0	MED 224 Medical Assistant Clinical Practicum	6.0	12.0		
MED 223 Medical Assistant Clinical Lab	4.0	6.0	PSY 101 General Psychology	3.0	3.0		
MED 221 Med Asst Credentialing Prep	<u>3.0</u>	<u>3.0</u>	American Government Requirement	<u>3.0-6.0</u>	<u>3.0-6.0</u>		
TOTAL	13.0	16.0	TOTAL	15.0-18.0	21.0-24.0		

NOTES:

^A Included in occupational specialty: A grade of 2.0 or higher must be maintained in each occupational specialty course. Any person convicted of a felony will not be allowed to write the certification exam for medical assistant. 100% competency required for graduation regardless of course grades.