



**Medical Assisting**  
**Credential: Diploma in Medical Assisting**  
**D4540000**

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, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

The Central Carolina Community College Medical Assisting Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312)553-9355. 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.

(All placement test scores must be less than five years old.)

1. Complete all developmental courses. See current Medical Assisting Student Guide for the required placement test scores in Reading, English, Arithmetic, and Algebra.
2. Attend a scheduled information session or interview with a medical assisting instructor.
3. A physical examination and immunization update are required. Once a student has been tentatively accepted, forms to be used by the physician will be provided by the College.
4. Students transferring into the program must have a 2.0 GPA or better.

**Program Specific Academic Standards:**

Students must achieve a grade of "C" or better in all major courses in the curriculum to progress.

Program Length: 3 semesters

Career Pathway Options: Diploma in Medical Assisting

Program Sites:

Chatham Campus - Day Program

Harnett Campus - Day Program

**Course Requirements for Medical Assisting Diploma**

A. General Education Courses (9 SHC)		C-L-CI-SHC
ENG 110	Freshman Composition	3-0-0-3
MAT 110	Mathematical Measurements	2-2-0-3
PSY 110	Life Span Development	3-0-0-3

B. Required Major Core Courses (35 SHC)		
MED 110	Orientation to Medical Assisting	1-0-0-1
MED 116	Introduction to Anatomy and Physiology	3-2-0-4
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 130	Administrative Office Procedures I	1-2-0-2
MED 140	Exam Room Proced. I	3-4-0-5
MED 150	Laboratory Proced. I	3-4-0-5
MED 240	Exam Room Procedures II	3-4-0-5
MED 260	Clinical Externship	0-0-15-5

C. Other Major Hours Required for Graduation (4 SHC)

CIS 111	Basic PC Literacy	1-2-0-2
MED 138	Infection/Hazard Control	2-0-0-2

Total Semester Hours Credit Required for Graduation: 48

**Semester Curriculum for Medical Assisting Diploma**

1st Semester (Fall)		C-L-CI-SHC
CIS 111	Basic PC Literacy	1-2-0-2
MAT 110	Mathematical Measurements	2-2-0-3
MED 110	Orientation to Medical Assisting	1-0-0-1
MED 116	Introduction to Anatomy and Physiology	3-2-0-4
MED 118	Medical Law and Ethics	2-0-0-2
MED 121	Medical Terminology I	3-0-0-3
MED 130	Administrative Office Procedures I	1-2-0-2
MED 138	Infection/Hazard Control	<u>2-0-0-2</u>
		15-8-0-19
2nd Semester (Spring)		
ENG	English Requirement	3-0-0-3
MED 122	Medical Terminology II	3-0-0-3
MED 140	Exam Room Procedures I	3-4-0-5
MED 150	Laboratory Procedures I	3-4-0-5
PSY 110	Life Span Development	<u>3-0-0-3</u>
		15-8-0-19
3rd Semester (Summer)		
MED 240	Exam Room Procedures II	3-4-0-5
MED 260	Medical Clinical Externship	<u>0-0-15-5</u>
		3-4-15-10

Total Semester Hours Credit: 48

**COURSE DESCRIPTIONS**

**CIS 111 Basic PC Literacy** 1-2-2  
 This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

**ENG 110 Freshman Composition** 3-0-3  
*Prerequisites: RED 080 and ENG 090 or appropriate placement test scores*  
 This course is the first course in a series of two designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

**MAT 110 Mathematical Measurement** 2-2-3

*Prerequisites: MAT 070, MAT 080, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or appropriate placement test scores*

This course provides an activity-based approach to utilizing, interpreting, and communicating data in a variety of measurement systems. Topics include accuracy, precision, conversion, and estimation within metric, apothecary, and avoirdupois systems; ratio and proportion; measures of central tendency and dispersion; and charting of data. Upon completion, students should be able to apply proper techniques to gathering, recording, manipulating, analyzing, and communicating data.

**MED 110 Orientation to Med Assist** 1-0-1

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED 116 Introduction to A and P** 3-2-4

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

**MED 118 Medical Law and Ethics** 2-0-2

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

**MED 121 Medical Terminology I** 3-0-3

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 Medical Terminology II** 3-0-3

*Prerequisites: MED 121*

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 130 Admin Office Proc I** 1-2-2

*Prerequisites: Enrollment in the Medical Assisting program or permission of instructor, MAT 060*

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**MED 138 Infection/Hazard Control** 2-0-0-2

This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. Topics include introduction to Microbiology, Practical Infection Control, Sterilization and Monitoring, Chemical Disinfectants, Aseptic Technique, Infectious Diseases, OSHA Standards, and Applicable North Carolina Laws. Upon completion, students should be able to: understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA Standards, and applicable North Carolina laws.

**MED 140 Exam Room Procedures I** 3-4-5

*Prerequisites: Enrollment in the Medical Assisting program CIS 111, MAT 110, MED 110, MED 116, MED 118, MED 121, MED 130, MED 138*

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

**MED 150 Laboratory Procedures I** 3-4-5

*Prerequisites: Enrollment in the Medical Assisting program CIS 111, MAT 110, MED 110, MED 116, MED 118, MED 121, MED 130, MED 138*

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

**MED 240 Exam Room Procedures II** 3-4-0-5

*Prerequisites: MED 140*

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion students should be able to demonstrate enhanced competence in selected exam room procedures.

**MED 260 MED Clinical Externship** 0-15-5

*Prerequisites: Enrollment in the Medical Assisting Program; Adult, Infant, and Child CPR Certification for Healthcare Providers; CIS 111, MAT 110, MED 110, MED 116, MED 118, MED 122, MED 130, MED 138, ENG 110 or ENG 111/111A, MED 140, MED 150, PSY 110*

*Corequisites: MED 240*

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. The student will not receive any monetary compensation for this externship.