



## Program Planning Guide

### Medical Assisting, Associate in Applied Science Degree (A45400)

The Medical Assisting curriculum prepares multi-skilled healthcare professionals qualified to perform administrative, clinical, and laboratory procedures. Coursework 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 Diploma Programs are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). [Commission on Accreditation of Allied Health Education Programs](#) 9355 – 113th St. N, #7709, Seminole FL 33775, 727-210-2350. 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.

See the College Catalog and the Health Science Programs Admissions packet for details regarding: Limited Enrollment Curriculum, [Entrance Standards](#), Required Admissions Criteria, and Requirements for Acceptance.

**Program Length:** 5 Semesters

**Program Sites:** Chatham Health Sciences Center-Day Program, 1st year; Harnett Health Sciences Center-Day Program, 1st year;

Lee Main Campus Evening Program/Online, 2nd year

**Career Pathway Options:** Associate in Applied Science in Medical Assisting; Diploma in Medical Assisting

Suggested Course Schedule		Class	Lab	Clinical	Credits	Notes:
<b>1st Semester (fall)</b>						
ACA 122	College Transfer Success	0	2	0	1	
BIO 163	Basic Anatomy and Physiology	4	2	0	5	
MED 110	Orientation to Medical Assisting	1	0	0	1	
MED 121	Medical Terminology I	3	0	0	3	
MED 130	Administrative Office Procedures I	1	2	0	2	
MED 140	Exam Room Procedures I	3	4	0	5	
<b>Total Semester Hours</b>		<b>12</b>	<b>10</b>	<b>0</b>	<b>17</b>	
<b>2nd Semester (spring)</b>						
ENG 111	Writing and Inquiry	3	0	0	3	
MED 118	Medical Law & Ethics	2	0	0	2	



MED 122	Medical Terminology II	3	0	0	3	
MED 150	Laboratory Procedures I	3	4	0	5	
MED 240	Exam Room Procedures II	3	4	0	5	
	<b>Total Semester Hours</b>	<b>14</b>	<b>8</b>	<b>0</b>	<b>18</b>	
<b>3rd Semester (summer)</b>						
PSY 150	General Psychology	3	0	0	3	
MED 260	Clinical Externship	0	0	15	5	
MED 264	Medical Assisting Overview	2	0	0	2	
	<b>Total Semester Hours</b>	<b>5</b>	<b>0</b>	<b>15</b>	<b>10</b>	
<b>Students may exit w/Diploma</b>						
<b>4th Semester (fall)</b>						
MAT 110	Mathematical Measurements	2	2	0	3	
MED 131	Administrative Office Procedures II	1	2	0	2	
MED 270	Symptomatology	2	2	0	3	
MED 276	Patient Education	1	2	0	2	
Communications requirement, take one:		3	0	0	3	
ENG 114	Prof Research & Reporting					
ENG 115	Oral Communications					
	<b>Total Semester Hours</b>	<b>9</b>	<b>8</b>	<b>0</b>	<b>13</b>	
<b>5th Semester (spring)</b>						
MED 232	Medical Insurance Coding	1	3	0	2	
MED 272	Drug Therapy	3	0	0	3	
MED 274	Diet Therapy/Nutrition	3	0	0	3	
Humanities/Fine Arts Electives		3	0	0	3	See *HSAP for courses
	<b>Total Semester Hours</b>	<b>10</b>	<b>3</b>	<b>0</b>	<b>11</b>	
<b>Total Semester Hours Credit Required for Graduation: 69</b>						

\*Health Sciences Admissions Packet



## Course Descriptions

### **ACA 122 College Transfer Success**

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communication skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

### **BIO 163 Basic Anatomy & Physiology**

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

### **ENG 111 Writing and Inquiry**

*Prerequisites: Take one set: RED 090\* and ENG 090, ENG 095\*, DRE 098 or appropriate placement.*

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

### **ENG 114 Professional Research and Reporting**

*Prerequisite: ENG 111*

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. The computer is used as a writing and design tool for this course. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

### **ENG 115 Oral Communication**

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.

### **MAT 110 Math Measurement & Literacy**

*Prerequisite: Take one set: DMA 010 and DMA 020 and DMA 030, MAT 060 and MAT 070, MAT 060 and MAT 080, MAT 060 and MAT 090, MAT 095 or appropriate placement.*

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

### **MED 110 Orientation to Medical Assisting**

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 118 Medical Law and Ethics**

*Local Prerequisites: Take one set: RED 090\* and ENG 090, ENG 095\*, DRE 098 or appropriate placement.*

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**

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**

*Prerequisite: 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 Administrative Office Procedures I**

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 131 Administrative Office Procedures II**

*Local Prerequisite: MED 130*

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

**MED 140 Exam Room Procedures I**

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**

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 232 Medical Insurance Coding**

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

**MED 240 Exam Room Procedures II**

*Prerequisite: 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 Clinical Externship**

*Local Prerequisites: MED 150, 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.

**MED 264 Medical Assisting Overview**

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

**MED 270      Symptomatology**

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

**MED 272      Drug Therapy**

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

**MED 274      Diet Therapy/Nutrition**

This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

**MED 276      Patient Education**

This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

**PSY 150      General Psychology**

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology.