



Program Planning Guide

Medical Assisting, Accelerated Diploma (D45400A)

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.

Limited Enrollment Program:

This is a Limited-Enrollment program, which means the program has a set number of seats available for each entering class. The number of seats is based on factors such as classroom space, available clinical placements, accreditation requirements, and faculty resources. Students interested in this program will work with an Education Navigator to develop an academic plan and register for the courses needed to meet the minimum admission requirements. Once all minimum requirements are completed, a program application can be submitted. Qualified applicants are admitted in the order completed applications are received, as seats become available. For more information, visit the Limited-Enrollment Programs webpage.

Minimum Admission Requirements:

- ☐ Complete all required general education courses with a C or better.
- ☐ Have a minimum 2.5 GPA based on the required courses listed below.

Required Courses		Class	Lab	Clinical	Credits	Notes:
ACA 122	Transfer & Career Success	0	2	0	1	Seated or online
BIO 163	Basic Anatomy & Physiology	4	2	0	5	Seated
ENG 111	Writing & Inquiry	3	0	0	3	Seated or online
PSY 150	General Psychology	3	0	0	3	Seated or online

**Program Length:** 2 Semesters**Program Sites:** Chatham Health Sciences Center-Day Program and Harnett Health Sciences Center-Day Program**Career Pathway Options:** Associate in Applied Science in Medical Assisting; Diploma in Medical Assisting

Suggested Course Schedule		Class	Lab	Clinical	Credits	Notes:
1st Semester (fall)						
MED 110	Orientation to Medical Assisting	1	0	0	1	1st 8 week
MED 130	Administrative Office Procedures I	1	2	0	2	1st 8 week
MED 140	Exam Room Procedures I	3	4	0	5	1st 8 week
MED 121	Medical Terminology I	3	0	0	3	2nd 8 week
MED 150	Laboratory Procedures I	3	4	0	5	2nd 8 week
	Total Semester Hours	11	10	0	16	
2nd Semester (spring)						
MED 118	Medical Law & Ethics	2	0	0	2	1st 8 week
MED 122	Medical Terminology II	3	0	0	3	1st 8 week
MED 240	Exam Room Procedures II	3	4	0	5	1st 8 week
MED 260	Clinical Externship	0	0	15	5	2nd 8 week
MED 264	Medical Assisting Overview	2	0	0	2	2nd 8 week
	Total Semester Hours	10	4	15	17	
Total Semester Hours Credit Required for Graduation: 45						