

MEDICAL ASSISTING

Contact(s): Starra Herring (<https://www.stanly.edu/college-information/directory?id=1162>)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework 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.

Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals. If possible, individuals desiring a career in medical assisting should take biology, mathematics, and typing courses prior to entering the program. Students are admitted to the Medical Assisting program during the fall semester.

Learning Outcomes

Upon completion of this program, students will be able to:

- Perform the skills of a medical assistant under the guidance of a supervising physician.
- Demonstrate knowledge of medical assistant responsibilities in office management and patient care.
- Interpret verbal and written communication relevant to safe and effective medical office and patient care practices.
- Comply with ethical, legal, and professional guidelines as a member of a health service profession.
- Use computer programs to perform office clerical skills.
- Demonstrate critical thinking skills and problem solving abilities in the performance of entry-level medical assisting.
- Perform entry level Competencies/Psychomotor (skills), Cognitive (knowledge) and Affective (behavior) for a Medical Assistants as developed and published by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Medical Assisting Education Review Board (MAERB).
- Perform all administrative and clinical procedures, which are assigned by a supervising medical assistant with a high degree of technical skill, effectiveness, efficiency and safety as an entry-level medical assistant.

Accreditation

The Medical Assisting Diploma Program, at Stanly Community College is awarded a 1 + 1 program, which means that all AAS graduates also receive the Diploma and is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

The Medical Assisting Program at Stanly Community College Diploma Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (www.maerb.org) (MAERB).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 U.S. Highway 19 North

Suite 158

Clearwater, FL 33763

(727) 210-2350

www.caahep.org

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.

American Association of Medical Assisting (AAMA)

Assisting Endowment

20 N. Wacker Dr.

Suite 1575

Chicago, IL 60606

(312) 899-1500

www.aama-ntl.org

The Medical Assisting program accepts a maximum of 30 students for entry each fall semester.

Minimum Expectations

"To prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

Program Goals

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. Perform the skills of a Medical Assistant under the guidance of a supervising physician as evaluated by successfully completing a clinical practicum with a grade of 78 or higher.
3. Demonstrate knowledge of medical assistant responsibilities in office management and patient care as demonstrated by a grade of 78 or above on mock CMA Certification exam.
4. Interpret verbal and written communication relevant to safe and effective medical office and patient care practices as demonstrated by a grade of 78 or above on the exam for "Therapeutic Communication Skills" in MED 260.
5. Comply with ethical, legal and professional guidelines as a member of a health service profession as demonstrated by successful completion on exam "Medical Law and Ethics" with a grade of 78 or above in MED 260.
6. Use computer programs to perform office clerical skills as demonstrated by successful completion of administrative practicum with a grade of 78 or above.

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Medical Assisting – Associate in Applied Science – A45400

Course	Title	Credit Hours
First Year		
Fall		
ACA 111	College Student Success	1
BIO 163	Basic Anatomy & Physiology	5
MED 110	Orientation to Medical Assisting	1
MED 272	Drug Therapy	3
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Administrative Office Procedures I	2
Credit Hours		20
Spring		
ENG 111	Writing and Inquiry	3
MED 131	Administrative Office Procedures II	2
MED 140	Examining Room Procedures I	5
MED 150	Laboratory Procedures I	5
MED 240	Examining Room Procedures II	5
PSY 150	General Psychology	3
Credit Hours		23
Summer		
MED 260	MED Clinical Practicum	5
Credit Hours		5
Second Year		
Fall		
BUS 137	Principles of Management	3
MAT 143	Quantitative Literacy	3
MED 264 or MED 232	Medical Assisting Overview or Medical Insurance Coding	2
MED 270	Symptomatology	3
Credit Hours		11
Spring		
CIS 110	Introduction to Computers	3
ENG 112 or ENG 114	Writing and Research in the Disciplines or Professional Research & Reporting	3
Humanities Elective*		3
Credit Hours		9
Total Credit Hours		68

*Please see the Suggested Humanities and Social/Behavioral Science Elective List for AAS Majors webpage.

Medical Assisting Diploma Option – D45400

Gainful Employment Disclosure (<https://www.stanly.edu/ajax/gedt/ED45400.html>)

Medical Assisting Diploma Outcomes (<https://www.stanly.edu/website-publication-outcomes>)

Course	Title	Credit Hours
First Year		
Fall		
ACA 111	College Student Success	1
BIO 163	Basic Anatomy & Physiology	5
MED 110	Orientation to Medical Assisting	1
MED 272	Drug Therapy	3
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Administrative Office Procedures I	2
Credit Hours		20
Spring		
ENG 111	Writing and Inquiry	3
MED 131	Administrative Office Procedures II	2
MED 140	Examining Room Procedures I	5
MED 150	Laboratory Procedures I	5
MED 240	Examining Room Procedures II	5
PSY 150	General Psychology	3
Credit Hours		23
Summer		
MED 260	MED Clinical Practicum	5
Credit Hours		5
Total Credit Hours		48

Medical Assisting Certificate Option – C45400

Gainful Employment Disclosure (<https://www.stanly.edu/ajax/gedt/EC45400.html>)

Course	Title	Credit Hours
First Year		
Fall		
CIS 110	Introduction to Computers	3
MED 110	Orientation to Medical Assisting	1
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Administrative Office Procedures I	2
Credit Hours		12
Spring		
MED 131	Administrative Office Procedures II	2
MED 232	Medical Insurance Coding	2
MED 118	Medical Law and Ethics (may be taken Fall or Spring)	2
Credit Hours		6
Total Credit Hours		18

Medical Billing & Coding Certificate Option - C45400M

Gainful Employment Disclosure (<https://www.stanly.edu/ajax/gedt/EC45400M.html>)

Course	Title	Credit Hours
First Year		
Fall		
ACA 111	College Student Success	1
BIO 163	Basic Anatomy & Physiology	5
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
Credit Hours		12
Spring		
MED 118	Medical Law and Ethics	2
MED 131	Administrative Office Procedures II	2
MED 232	Medical Insurance Coding	2
Credit Hours		6
Total Credit Hours		18

Medical Assisting - CCP

Tuition-waived program for Career & College Promise (<https://www.stanly.edu/future-students/career-college-promise>) (high school juniors and seniors)

Code	Title	Credit Hours
CIS 110	Introduction to Computers	3
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law and Ethics	2
MED 121	Medical Terminology I	3
MED 122	Medical Terminology II	3
MED 130	Administrative Office Procedures I	2
MED 131	Administrative Office Procedures II	2
MED 232	Medical Insurance Coding	2
Total Credit Hours		18

The Medical Assisting AGE Pathway offers students a place to begin their journey toward a career in Medical Assisting. The AGE pathway gives students the opportunity to complete all of the general education courses required in the Medical Assisting program. After completion of these courses, students who choose to continue in to the degree program will be able to focus on Medical Assisting specific courses.

For more information, please contact: Melanie Alexander (<https://www.stanly.edu/directory?id=1449>)

AGE Pathway

Code	Title	Credit Hours
ACA 111	College Student Success	1
BIO 163	Basic Anatomy & Physiology	5
BUS 137	Principles of Management	3
CIS 110	Introduction to Computers	3

ENG 111	Writing and Inquiry	3
ENG 112	Writing and Research in the Disciplines	3
or ENG 114	Professional Research & Reporting	
MAT 143	Quantitative Literacy	3
PSY 150	General Psychology	3
Humanities *		3
Elective *		37
Total Credit Hours		64

*Humanities list

Code	Title	Credit Hours
Choose 3 credits from the following:		
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
DRA 111	Theatre Appreciation	3
ENG 125	Creative Writing I	3
HUM 120	Cultural Studies	3
HUM 122	Southern Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 113	American Music	3
MUS 210	History of Rock Music	3
REL 110	World Religions	3
REL 211	Introduction to Old Testament	3
REL 212	Introduction to New Testament	3
REL 221	Religion in America	3

*Elective list

Code	Title	Credit Hours
Choose 37 credits from the following:		
ART 111	Art Appreciation	3
ART 114	Art History Survey I	3
ART 115	Art History Survey II	3
ART 116	Survey of American Art	3
ART 117	Non-Western Art History	3
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 140	Environmental Biology	3
BIO 140A	Environmental Biology Lab	1
BIO 163	Basic Anatomy & Physiology	5
BIO 165	Anatomy and Physiology I	4
BIO 166	Anatomy and Physiology II	4
BIO 275	Microbiology	4
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
BUS 228	Business Statistics	3

CHM 131	Introduction to Chemistry	3	MAT 271	Calculus I	4
CHM 131A	Introduction to Chemistry Lab	1	MAT 272	Calculus II	4
CHM 132	Organic and Biochemistry	4	MAT 273	Calculus III	4
CHM 151	General Chemistry I	4	MUS 110	Music Appreciation	3
CHM 152	General Chemistry II	4	MUS 112	Introduction to Jazz	3
CIS 110	Introduction to Computers	3	MUS 113	American Music	3
CIS 115	Introduction to Programming and Logic	3	MUS 210	History of Rock Music	3
CJC 111	Introduction to Criminal Justice	3	PED 111	Physical Fitness I	1
CJC 121	Law Enforcement Operations	3	PED 113	Aerobics I	1
CJC 141	Corrections	3	PED 120	Walking for Fitness	1
COM 231	Public Speaking	3	PED 121	Walk, Jog, Run	1
CSC 134	C++ Programming	3	PED 125	Self-Defense: Beginning	1
CSC 139	Visual BASIC Programming	3	PHI 215	Philosophical Issues	3
CSC 151	JAVA Programming	3	PHI 240	Introduction to Ethics	3
CTS 115	Information Systems Business Concepts	3	PHY 110	Conceptual Physics	3
ECO 251	Principles of Microeconomics	3	PHY 110A	Conceptual Physics Lab	1
ECO 252	Principles of Macroeconomics	3	PHY 151	College Physics I	4
EDU 216	Foundations of Education	3	PHY 152	College Physics II	4
ENG 111	Writing and Inquiry	3	POL 120	American Government	3
ENG 112	Writing and Research in the Disciplines	3	POL 210	Comparative Government	3
ENG 113	Literature-Based Research	3	PSY 150	General Psychology	3
ENG 114	Professional Research & Reporting	3	PSY 237	Social Psychology	3
ENG 125	Creative Writing I	3	PSY 241	Developmental Psychology	3
ENG 231	American Literature I	3	PSY 263	Educational Psychology	3
ENG 232	American Literature II	3	PSY 281	Abnormal Psychology	3
ENG 233	Major American Writers	3	REL 110	World Religions	3
ENG 241	British Literature I	3	REL 111	Eastern Religions	3
ENG 242	British Literature II	3	REL 112	Western Religions	3
ENG 251	Western World Literature I	3	REL 211	Introduction to Old Testament	3
ENG 252	Western World Literature II	3	REL 212	Introduction to New Testament	3
ENG 253	The Bible As Literature	3	REL 221	Religion in America	3
HEA 110	Personal Health/Wellness	3	SOC 210	Introduction to Sociology	3
HIS 111	World Civilizations I	3	SOC 213	Sociology of the Family	3
HIS 112	World Civilizations II	3	SOC 232	Social Context of Aging	3
HIS 121	Western Civilization I	3	SPA 111	Elementary Spanish I	3
HIS 122	Western Civilization II	3	SPA 112	Elementary Spanish II	3
HIS 131	American History I	3	SPA 141	Culture and Civilization	3
HIS 132	American History II	3	SPA 161	Cultural Immersion	3
HIS 236	North Carolina History	3	SPA 181	Spanish Lab 1	1
HUM 110	Technology and Society	3	SPA 182	Spanish Lab 2	1
HUM 115	Critical Thinking	3	SPA 211	Intermediate Spanish I	3
HUM 120	Cultural Studies	3	SPA 212	Intermediate Spanish II	3
HUM 121	The Nature of America	3	SPA 281	Spanish Lab 3	1
HUM 122	Southern Culture	3	SPA 282	Spanish Lab 4	1
HUM 150	American Women's Studies	3			
HUM 160	Introduction to Film	3			
HUM 180	International Cultural Exploration	3			
MAT 143	Quantitative Literacy	3			
MAT 152	Statistical Methods I	4			
MAT 171	Precalculus Algebra	4			
MAT 172	Precalculus Trigonometry	4			
MAT 263	Brief Calculus	4			