

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)
9355 - 113th St. N, #7709
Seminole, FL 33775
(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

Gainful Employment Disclosure (<https://www.stanly.edu/ajax/gedt/EA45400.pdf>)

| 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.pdf>)

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.pdf>)

| 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.pdf>)

| 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 |

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|----------|---|---|----------|-------------------------------|---|
| 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 | | | |