PROGRAMS

MEDICAL ASSISTING

Contact(s): Starra Herring

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@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 3720
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.

Medical Assisting Degree – A45400

First Year		
Fall		**Credit Hours**
ACA 111	College Student Success	1
BIO 163	Basic Anatomy & Physiology	5
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 272	Drug Therapy	3
	Credit Hours	20
Spring		**Credit Hours**
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		**Credit Hours**
MED 260	MED Clinical Practicum	5
	Credit Hours	5
Second Year		
Fall		**Credit Hours**
BUS 137	Principles of Management	3
MED 232 or MED 264	Medical Insurance Coding Medical Assisting Overview	2
MED 270	Symptomatology	3
	Credit Hours	8
Spring		**Credit Hours**
ENG 112 or ENG 114	Writing and Research in the Disciplines Professional Research & Reporting	3
MAT 110	Mathematical Measurement and Literacy	3
Humanities elective[*]		3
	Credit Hours	9
	Total Credit Hours	65

Medical Assisting Diploma – D45400

First Year	
Fall	**Credit Hours**

ACA 111	College Student Success	1
BIO 163	Basic Anatomy & Physiology	5
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 272	Drug Therapy	3
	Credit Hours	20
Spring		**Credit Hours**
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		**Credit Hours**
MED 260	MED Clinical Practicum	5
	Credit Hours	5
	Total Credit Hours	48

Medical Assisting Certificate – C45400

First Year		
Fall		**Credit Hours**
ACA 111	College Student Success	1
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	10
Spring		**Credit Hours**
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	16

Medical Billing & Coding Certificate - C45400M

First Year

Fall		Credit Hours
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		Credit Hours
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

Courses		Credit Hours
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	15

AGE Pathway

Courses		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 or ENG 114	Writing and Research in the Disciplines Professional Research & Reporting	3
MAT 143	Quantitative Literacy	3
PSY 150	General Psychology	3
Electives[*]		37
Humanities elective[*]		3
	Total Credit Hours	64

Humanities list

Courses	Credit Hours

ART 111	Art Appreciation	3
ART 115	Art History Survey II	3
ENG 125	Creative Writing I	3
HUM 122	Southern Culture	3
HUM 150	American Women's Studies	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	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

	Courses	Credit Hours
ART 111	Art Appreciation	3
ART 115	Art History Survey II	3
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
BIO 112	General Biology II	4
BIO 163	Basic Anatomy & Physiology	5
BIO 275	Microbiology	4
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Management	3
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CIS 110	Introduction to Computers	3
CIS 115	Introduction to Programming and Logic	3
CJC 111	Introduction to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
COM 231	Public Speaking	3
CSC 134	C++ Programming	3
CTS 115	Information Systems Business Concepts	3
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
EDU 216	Foundations of Education	3
ENG 111	Writing and Inquiry	3
ENG 112	Writing and Research in the Disciplines	3

ENG 114	Professional Research & Reporting	3
ENG 125	Creative Writing I	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
HEA 110	Personal Health/Wellness	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
HIS 236	North Carolina History	3
HUM 110	Technology and Society	3
HUM 115	Critical Thinking	3
HUM 122	Southern Culture	3
HUM 150	American Women's Studies	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
MAT 271	Calculus I	4
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
MUS 210	History of Rock Music	3
PED 111	Physical Fitness I	1
PED 120	Walking for Fitness	1
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
PHY 110	Conceptual Physics	3
PHY 151	College Physics I	4
PHY 152	College Physics II	4
POL 120	American Government	3
PSY 150	General Psychology	3
PSY 237	Social Psychology	3
PSY 241	Developmental Psychology	3
PSY 263	Educational Psychology	3
PSY 281	Abnormal Psychology	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
SOC 210	Introduction to Sociology	3
SOC 213	Sociology of the Family	3
SOC 232	Social Context of Aging	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 181	Spanish Lab 1	1
SPA 182	Spanish Lab 2	1