

PROGRAMS

MEDICAL ASSISTING

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, outpatient clinics, and hospitals.

The Haywood Community College Medical Assisting 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 (MAERB). The goal of the Medical Assisting Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Commission on Accreditation of Allied Health Education Programs 113thSt. N, #7709

Seminole, FL 33775

(727) 210-2350 phone | (727) 210-2354 fax

Requirements

The requirements for the Medical Assisting program include:

1. A completed medical form including all required immunizations prior to enrolling in MED-150, and MED-260;
2. An annual Tb skin test;
3. Malpractice insurance prior to taking MED-150 and MED-260; and
4. A satisfactory urine drug screen and criminal background check required prior to MED-260.
5. MED-260 MED Clinical Practicum is designed to be a capstone course for the medical assisting professional and must be taken in the final semester.

Note: All MED and OST prefix courses in the Medical Assisting program required a grade of "C" or better.

Associate (A45400)

Fall Semester 1

		Lec	Lab	Clinic	Credit
ACA-115	Success & Study Skills	0	2	0	1
CIS-110	Introduction to Computers	2	2	0	3
ENG-111	Writing and Inquiry	3	0	0	3
MED-110	Orientation to Medical Assisting	1	0	0	1
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-116	Introduction to Anatomy & Physiology	3	2	0	4
MED-121	Medical Terminology I	3	0	0	3
				Total:	16

Spring Semester 1

		Lec	Lab	Clinic	Credit
BIO-111	General Biology I	3	3	0	4
ENG-112	Writing and Research in the Disciplines	3	0	0	3
MED-122	Medical Terminology II	3	0	0	3
MED-130	Administrative Office Procedures I	1	2	0	2
MED-131	Administrative Office Procedures II	1	2	0	2
OST-136	Word Processing	2	2	0	3
				Total:	17

Summer Semester 1

		Lec	Lab	Clinic	Credit
MED-140	Examining Room Procedures I	3	4	0	5
MED-270	Symptomatology	2	2	0	3
OST-149	Medical Legal Issues	3	0	0	3
				Total:	11

Fall Semester 2

		Lec	Lab	Clinic	Credit
MED-150	Laboratory Procedures I	3	4	0	5
MED-240	Examining Room Procedures II	3	4	0	5
OST-148	Medical Insurance and Billing	3	0	0	3
OST-280	Electronic Health Records	2	2	0	3
				Total:	16

Spring Semester 2

		Lec	Lab	Clinic	Credit
Humanities Option	Humanities and Fine Arts Options Listed Below	3	0	0	3
MED-260	MED Clinical Practicum	0	0	15	5
MED-264	Medical Assisting Overview	2	0	0	2
MED-276	Patient Education	1	2	0	2
PSY-150	General Psychology	3	0	0	3
				Total:	15

Total Credit Hours: 75**Humanities/Fine Arts Choices for AAS Degree Programs Unless Otherwise Noted:**

		Lec	Lab	Clinic	Credit
ART-111	Art Appreciation	3	0	0	3
HUM-110	Technology and Society	3	0	0	3
HUM-115	Critical Thinking	3	0	0	3
MUS-110	Music Appreciation	3	0	0	3

Diploma (D45400)

Fall Semester 1

		Lec	Lab	Clinic	Credit
MED-110	Orientation to Medical Assisting	1	0	0	1
MED-114	Professional Interaction in Health Care	1	0	0	1
MED-116	Introduction to Anatomy & Physiology	3	2	0	4
MED-121	Medical Terminology I	3	0	0	3
MED-140	Examining Room Procedures I	3	4	0	5
				Total:	14

Spring Semester 1

		Lec	Lab	Clinic	Credit
MED-122	Medical Terminology II	3	0	0	3
MED-130	Administrative Office Procedures I	1	2	0	2
MED-131	Administrative Office Procedures II	1	2	0	2
MED-150	Laboratory Procedures I	3	4	0	5
CIS-110	Introduction to Computers	2	2	0	3
				Total:	15

Summer Semester 1

		Lec	Lab	Clinic	Credit
Communications Option	Communications Options Listed Below	3	0	0	3
				Total:	3

Fall Semester 2

		Lec	Lab	Clinic	Credit
MED-260	MED Clinical Practicum	0	0	15	5
MED-264	Medical Assisting Overview	2	0	0	2
OST-149	Medical Legal Issues	3	0	0	3
PSY-150	General Psychology	3	0	0	3
				Total:	13

Total Credit Hours: 45

Communications: Choose One of the following:

		Lec	Lab	Clinic	Credit
COM-120	Intro to Interpersonal Communication	3	0	0	3
COM-231	Public Speaking	3	0	0	3

