



MEDICAL ASSISTING

Associate of Applied Science

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

To learn more visit www.piedmontcc.edu/medassist

More about 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, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

The Piedmont Community College Associate Degree 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). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727/210-2350.

Outlook for EMPLOYMENT

Graduates 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..

COURSES

Required Courses for Program

ACA 111 College Student Success *
ACA 122 College Transfer Success *
BIO 163 Basic A&P
CIS 110 Basic Computers
COM 231 Public Speaking
ENG 111 Writing and Inquiry
HSC 120 CPR
HUM 115 Critical Thinking
MAT 143 Quantitative Literacy
MED 110 Orientation to Med Assist
MED 118 Medical Law and Ethics
MED 121 Medical Terminology I
MED 122 Medical Terminology II
MED 130 Admin. Office Procedures I
MED 131 Admin. Office Procedures II
MED 140 Examining Room Procedures I
MED 150 Laboratory Procedures I
MED 230 Admin. Office Procedures III
MED 232 Medical Insurance Coding
MED 240 Examining Room Procedures II
MED 260 MED Clinical Externship
MED 272 Drug Therapy
MED 276 Patient Education
PSY 150 General Psychology
Total Semester Hours Required for Degree - 69

Courses with matching symbols indicate OR/AND requirements. Review back page or contact Student Development for more information.

Process for ADMISSIONS

- Submit a complete Application for Admission to the Office of Admissions.
- Submit official transcript(s) of high school education and all post-high school course work to the Office of Admissions if requested. Office GED scores or transcript of courses for the Adult High School Diploma may be submitted in lieu of the high school transcript.
- Complete the Admission Placement Test.
- Diploma and certificate admission requirements may vary. Contact the Admissions Office for details.

Program CONTACTS

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Person County Campus - L111

ASSOCIATE IN APPLIED SCIENCE

Suggested Course Sequence

Full-time Student

Course#	Course Name	CL.	LB.	CLIN.	CR.
FALL SEMESTER					
ACA 111	College Student Success <i>OR</i>	1	0	0	1
ACA 122	College Transfer Success	0	2	0	1
BIO 163	Basic A&P	4	2	0	5
CIS 110	Basic Computers	2	2	0	3
MED 110	Orientation to Med Assist	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
		12-13	4-6	0	15
SPRING SEMESTER					
HSC 120	CPR	0	2	0	1
MED 122	Medical Terminology II	3	0	0	3
MED 130	Admin. Office Procedures I	1	2	0	2
MED 131	Admin. Office Procedures II	1	2	0	2
MED 140	Examining Room Procedures I	3	4	0	5
MAT 143	Quantitative Literacy	2	2	0	3
		10	12	0	16
SUMMER SEMESTER					
PSY 150	General Psychology	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		6	0	0	6
FALL SEMESTER					
COM 231	Public Speaking	3	0	0	3
MED 240	Examining Room Procedures II	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
MED 230	Admin Office Procedures III	3	2	0	4
MED 232	Medical Insurance Coding	1	3	0	2
		13	13	0	19
SPRING SEMESTER					
MED 260	MED Clinical Externship	0	0	15	5
MED 276	Patient Education	1	2	0	2
MED 272	Drug Therapy	3	0	0	3
HUM 115	Critical Thinking	3	0	0	3
		7	2	15	13
		48-49	31-33	15	69

TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE: 69



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