



# MEDICAL ASSISTING

Associate in 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](http://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](http://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 240 Examining Room Procedures II  
MED 260 MED Clinical Externship  
MED 272 Drug Therapy  
MED 276 Patient Education  
OST 148 Medical Insurance & Billing  
OST 280 Electronic Health Records  
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 - G107D

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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.
<b>FALL SEMESTER</b>					
ACA 111	College Student Success <b>OR</b>	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
		<b>12-13</b>	<b>4-6</b>	<b>0</b>	<b>15</b>

#### 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
		<b>10</b>	<b>12</b>	<b>0</b>	<b>16</b>

#### SUMMER SEMESTER

PSY 150	General Psychology	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	3
		<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

#### 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
OST 148	Medical Insurance & Billing	3	0	0	3
OST 280	Electronic Health Records	2	2	0	3
		<b>14</b>	<b>10</b>	<b>0</b>	<b>19</b>

#### 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
		<b>7</b>	<b>2</b>	<b>15</b>	<b>13</b>
		<b>49-50</b>	<b>28-30</b>	<b>15</b>	<b>69</b>

### TOTAL SEMESTER HOURS

**REQUIRED FOR ASSOCIATE DEGREE: 69**



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