

# Medical Assisting

## PROGRAM INFORMATION

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings, performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

## SCHEDULING AND ENTRY OPTIONS

The Medical Assisting program is a full-time day program with courses in the major starting in the Fall Semester. Full-time students can complete the program in two semesters and a Summer Term. General Education courses are offered both day and evening and can be completed any time before program entry or in Fall Semester upon program entry.

## PROGRAM ACCREDITATION

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park St., Clearwater, FL 33756, Phone: (727)210-2350, [www.caahep.org](http://www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601, Telephone: 312-553-9355.

## DIPLOMA: Medical Assisting

**Graduation Credits Required: 49**

## DIPLOMA REQUIREMENTS

**General Education: 12 Semester Credit Hours**

		<u>CREDITS</u>
BIO 110	General Anatomy and Physiology	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
PSY 103	Human Relations	3

**Required Program Courses: 37 Semester Credit Hours**

		<u>CREDITS</u>
AHS 104	Medical Vocabulary/Anatomy and Physiology	3
AHS 105	Medical Ethics/Law	2
MED 103	Medical Assisting Introduction	3
MED 104	Medical Assisting Administrative Procedures	4
MED 107	Medical Office Management	4
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 116	Medical Office Lab Procedures II	4
MED 117	Clinical Practice	5
MED 118	Pharmacology for the Medical Assistant	4

**Elective Program Courses: 0 Semester Credit Hours**

**General Electives: 0 Semester Credit Hours**

