MEDICAL ASSISTING

The Medical Assisting curriculum prepares multi-skilled health care professionals 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.

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 physician's offices, health maintenance organizations, health departments, and hospitals.

Additional requirements that must be met following admittance to the program are as follows:

1. Before beginning the clinical practicum portion of the program, students are required to have a current Healthcare Provider level First Aid/CPR certification effective throughout the entire two-semester externship rotations. Evidence of physical health must be provided by submitting a completed Student Medical Form to Martin Community College and a current immunization record. Failure to provide the listed materials in a timely manner will prevent progress through the program by making the student ineligible for placement in externship.

2. Students accepted into the Medical Assisting Program will be required to meet the safety standards for health care workers' exposure to blood borne pathogens including, but not limited to, HBV immunizations as printed in the ***Medical Assisting Student Handbook.*** Evidence of HBV immunization must be provided to be eligible for externship.

3. Additional Medical Assisting policies and procedures are outlined in the Medical Assisting Student Handbook.

4. Students entering clinical practicums (usually in their last two semesters) may be required by the clinical site to provide a criminal background check and a drug screening test before or during each rotation. A criminal history or positive drug screen may preclude the student from being placed for clinical rotation and therefore prevent the student from finishing the degree or diploma. A positive drug screen during the rotation will result in a failing grade for that clinical and will prevent the student from continuing in the program.

Student Learning Outcomes:
◆ Identify and apply medical terminology.
◆ Demonstrate administering patient care and assisting the physician.
◆ Convey and teach health related information for patient education.

The Medical Assisting Program will admit students fall, spring, and summer semesters. Applicants must:

1. Complete and submit an Application for Admission to Martin Community College.

2. Submit official transcripts from high school, college, or GED testing scores to the registrar's office.

3. Students will meet with MA advisor to determine RISE requirements. Students may be required to take transition or corequisite classes prior to taking MAT 110 and ENG 111.

4. Before beginning the clinical practicum portion of the program, students are required to have current Healthcare Provider First Aid/CPR certification and maintain certification throughout the entire two-semester externships (all rotations). Students will be asked for proof of certification at registration. Failure to show proof of certification will prevent the student being assigned a clinical site. Students will provide evidence of physical health by submitting a completed ***Student Medical Form for North Carolina Community College System Institutions***. In order to provide such evidence, a current immunization record is also required. Students are required to have completed the Hepatitis B Vaccination series (students are reminded that this series take six months to complete). Verification of negative results for Tuberculosis (TB skin test) must be submitted yearly. Students must also have a Varicella Titer drawn or verification of Varicella Immunization. Failure to provide this information in a timely manner will render the student ineligible for clinical rotations and thus will prevent the student from completing the program on time.

5. Students accepted into the Medical Assisting Program will be required to meet the safety standards for health care workers exposure to bloodborne pathogens.
6. All course work must be completed with a "C" or better. If a student receives a "D" in any of his/her courses, he/she must retake the course with the deficient grade and pass it with a "C" or better before progressing in the program.
7. Students entering clinical externships (usually in their last two semesters) may be required by the clinical site to provide a criminal background check and a drug screening test before or during each rotation. Failure to meet either standard may prevent the student from being assigned a clinical site and therefore prevent the student from finishing the degree. A positive drug screen during the rotation will result in a failing grade for that clinical and will prevent the student from continuing in the program.
8. Students must comply with the professional guidelines as determined by the Medical Assisting Program and any additional requirements of their clinical site. Additional information concerning the Medical Assisting Program is outlined in the **Medical Assisting Student Handbook**.

Medical Assisting Readmission Requirements:
1. Meet with the Medical Assisting Program Director.
2. Repeat any medical assisting program courses that were completed more than 3 years ago.

Admission re-entry will be determined by the Medical Assisting Program Director.

MEDICAL ASSISTING
A.A.S. Degree (A45400)
Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
FALL SEMESTER 1						
ACA 115	Success and Study Skills	0	2	0	0	1
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5
MED 110	Orientation to Medical Assisting	1	0	0	0	1
MED 118	Medical Law and Ethics	2	0	0	0	2
MED 121	Medical Terminology I	3	0	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	0	2
MED 140	Examination Room Procedures I	3	4	0	0	5
	TOTALS	**14**	**10**	**0**	**0**	**19**
SPRING SEMESTER 1						
MAT 110	Math Measurement & Literacy	2	2	0	0	3
MED 122	Medical Terminology II	3	0	0	0	3
MED 131	Administrative Office Procedures II	1	2	0	0	2
MED 150	Laboratory Procedures I	3	4	0	0	5
MED 240	Examination Room Procedures II	3	4	0	0	5
	TOTALS	**12**	**12**	**0**	**0**	**18**
SUMMER SEMESTER						
CIS 110	Introduction to Computers *or*	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	2
MED 272	Drug Therapy	3	0	0	0	3
	TOTALS	**5**	**2**	**0**	**0**	**5/6**
FALL SEMESTER 2						
ENG 111	Writing and Inquiry	3	0	0	0	3
MED 113	Orientation to Clinic Setting II	0	0	6	0	2
MED 114	Prof Interactions in Health Care	1	0	0	0	1
MED 232	Medical Insurance Coding	1	3	0	0	2
MED 270	Symptomatology	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
	TOTALS	**10**	**5**	**6**	**0**	**14**

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
SPRING SEMESTER 2						
ENG 115	Oral Communication	3	0	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3
MED 260	Medical Clinical Practicum	0	0	15	0	5
MED 262	Clinical Perspectives	1	0	0	0	1
MED 264	Medical Assisting Overview	2	0	0	0	2
	TOTALS	**9**	**0**	**15**	**0**	**14**
	PROGRAM TOTAL					**70/71**

MEDICAL ASSISTING
Certificate Program (C45400)
Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
ACA 115	Success and Study Skills	0	2	0	0	1
MED 110	Orientation to Medical Assisting	1	0	0	0	1
MED 118	Medical Law and Ethics	2	0	0	0	2
MED 121	Medical Terminology I	3	0	0	0	3
MED 122	Medical Terminology II	3	0	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	0	2
MED 131	Administrative Office Procedures II	1	2	0	0	2
	TOTALS	**11**	**6**	**0**	**0**	**14**
	CERTIFICATE TOTAL					**14**