

Medical Assisting

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

Course work includes 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.

Advanced credits can be awarded toward an Associate of Applied Science Degree in Medical Assisting. Individuals desiring a career in Medical Assisting should, if possible, take biology, mathematics, keyboarding, and computer courses before entering the program. Students are admitted to the Medical Assisting program for the fall and spring semesters.

Visit the Central Piedmont Career Coach website for specific information about potential positions and wages in medical assisting employment.

Medical Assisting (A45400)

Degree Awarded

The college awards a degree in Medical Assisting upon completing the degree requirements.

Admissions

- Complete a Central Piedmont admissions application.
- Submit high school transcripts and any college transcripts (if applicable).
- Take required placement tests.
- Complete any necessary Developmental classes with a "C" or better.
- Students are selected to enter the program. Upon acceptance and enrollment in the program, students must take all courses in the scheduled sequence. Many courses have prerequisites or co-requisites; check the Courses section for details.
- Submit a physical examination (including a drug screen) documenting the ability to complete all program requirements

Notes

- ACA 122 College Transfer Success is highly recommended before or with entrance in the Medical Assisting program.
- Progression in this program is dependent on satisfying course prerequisites, co-requisites and maintaining a grade of "C" or better for all courses in the curriculum.
- Students must have current CPR Certification prior to the Practicum (MED 260).
- In addition to tuition, lab fees and textbooks, this program has additional costs that include uniforms, lab coats, personal protective equipment, physical examination including immunizations and drug screening and a Central Piedmont Medical Assisting pin.
- In order to participate in clinical education experiences at health care facilities, students may be required to submit results of a NC state or national criminal background check at their own expense. As a condition of program admission, students may be required to verify that they are United States citizens or are otherwise legally authorized residents of the United States.

Contact Information

The Medical Assisting program is in the Outpatient and Simulation Division. For more information, visit the Medical Assisting Program website. If further information is needed, contact the program chair at 704.330.6482.

General Education Requirements

ENG 111	Writing and Inquiry	3.0
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Select one of the following:		3.0
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MAT 143	Quantitative Literacy	
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MAT 152	Statistical Methods I	
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Select 3 credits of the following:		3.0
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ECO 251	Principles of Microeconomics	
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ECO 252	Principles of Macroeconomics	
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HIS 111	World Civilizations I	
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HIS 112	World Civilizations II	
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HIS 131	American History I	
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HIS 132	American History II	
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POL 120	American Government	
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PSY 150	General Psychology	
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SOC 210	Introduction to Sociology	
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Select one of the following:		3.0
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COM 110	Introduction to Communication	
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COM 231	Public Speaking	
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Select 3 credits of the following:		3.0
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ART 111	Art Appreciation	
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ART 114	Art History Survey I	
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ART 115	Art History Survey II	
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DRA 111	Theatre Appreciation	
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HUM 120	Cultural Studies	
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HUM 130	Myth in Human Culture	
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MUS 110	Music Appreciation	
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MUS 112	Introduction to Jazz	
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PHI 215	Philosophical Issues	
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PHI 240	Introduction to Ethics	
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REL 110	World Religions	
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Major Requirements

MED 110	Orientation to Medical Assisting	1.0
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MED 116	Introduction to Anatomy & Physiology	4.0
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MED 118	Medical Law and Ethics	2.0
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MED 121	Medical Terminology I	3.0
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MED 122	Medical Terminology II	3.0
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MED 130	Administrative Office Procedures I	2.0
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MED 131	Administrative Office Procedures II	2.0
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MED 140	Examining Room Procedures I	5.0
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MED 150	Laboratory Procedures I	5.0
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MED 240	Examining Room Procedures II	5.0
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MED 260	MED Clinical Practicum	5.0
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MED 262	Clinical Perspectives	1.0
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MED 272	Drug Therapy	3.0
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BUS 135	Principles of Supervision	3.0
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MED 232	Medical Insurance Coding	2.0
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or MED 274	Diet Therapy/Nutrition	
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or BIO 155	Nutrition	
or ACA 122	College Transfer Success	
or HCI 120	Medical Communication	
Take 3 credits from the following		3.0
MED 270	Symptomatology <small>AAS degree choice</small>	
MED 134	Medical Transcription <small>Medical Scribe Certificate only</small>	
MED 183	Electronic Medical Records I <small>Medical Scribe Certificate only</small>	
Total Credits		64

Medical Assisting Diploma (D45400)

Diploma Awarded

The college awards a diploma in Medical Assisting upon completing the diploma requirements. Graduates of this CAAHEP Accredited program may apply to take the certification examination administered by the American Association of Medical Assistants. Credits from this program can be applied toward requirements for the Associate of Applied Science Degree in Medical Assisting.

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 and hospitals.

Admissions

- Complete a Central Piedmont admissions application.
- Submit high school transcripts and any college transcripts (if applicable).
- Take required placement tests.
- Complete any necessary Developmental classes with a "C" or better.
- Students must be selected to enter the program. Upon acceptance and enrollment in the program, students must take all courses in the scheduled sequence.
- Many courses have prerequisites or co-requisites; check the Courses section for details.
- A physical examination (including a drug screen) documenting the applicant's ability to complete all program requirements is required
- Students entering or re-entering the MED program must successfully re-take any MED courses taken five or more years prior to the entry or re-entry point.

Program Accreditation

The Medical Assisting Diploma Program on Central Campus is accredited by the Commission on Accreditation of Allied Health Education Programs, caahep.org, upon the recommendation of the *Medical Assisting Education Review Board (MAERB)*, Commission on Accreditation of Allied Health Education Programs, 9355-113th St. N, #7709, Seminole, FL 33775, Email: mail@caahep.org, Phone: 727.210.2350.

Notes

- ACA 122 College Transfer Success is highly recommended before or with entrance in the Medical Assisting program.
- Progression in this program is dependent on satisfying course prerequisites, co-requisites and maintaining a grade of "C" or better for all courses in the curriculum.

- Students must have current CPR Certification prior to the Practicum (MED 260).
- In addition to tuition, lab fees and textbooks, this program has additional costs that include uniforms, lab coats, personal protective equipment, physical examination including immunizations and drug screening, application fees for sitting for the Certification Exam and a Central Piedmont Medical Assisting pin.
- In order to participate in clinical education experiences at health care facilities, students may be required to submit results of a NC state or national criminal background check at their own expense. As a condition of program admission, students may be required to verify that they are United States citizens or are otherwise legally authorized residents of the United States.

Contact Information

The Medical Assisting Program is in the Outpatient and Simulation Division. For more information, visit the Medical Assisting Program website. For further assistance, contact the program chair at 704.330.6482.

General Education Requirements

ENG 111	Writing and Inquiry	3.0
Select 3 credits of the following:		3.0
COM 110	Introduction to Communication	
COM 120	Introduction to Interpersonal Communication	
COM 231	Public Speaking	

Major Requirements

MED 110	Orientation to Medical Assisting	1.0
MED 118	Medical Law and Ethics	2.0
MED 121	Medical Terminology I	3.0
MED 122	Medical Terminology II	3.0
MED 130	Administrative Office Procedures I	2.0
MED 131	Administrative Office Procedures II	2.0
MED 140	Examining Room Procedures I	5.0
MED 150	Laboratory Procedures I	5.0
MED 260	MED Clinical Practicum	5.0
MED 116	Introduction to Anatomy & Physiology	4.0
MED 262	Clinical Perspectives	1.0
MED 240	Examining Room Procedures II	5.0
MED 272	Drug Therapy	3.0
Total Credits		47

Medical Assisting Certificates (C45400)

Health Sciences Certificate Specialization in Fundamentals in Medical Assisting (C45920-C1)

This certificate is also available to high school students enrolled in Career & College Promise.

Major Requirements

HSC 110	Orientation to Health Careers	1.0
HSC 140	Transcultural Healthcare	2.0
HEA 112	First Aid & CPR	2.0
MED 121	Medical Terminology I	3.0
MED 110	Orientation to Medical Assisting	1.0
MED 118	Medical Law and Ethics	2.0

MED 122	Medical Terminology II	3.0
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Total Credits **14**

Medical Assisting Certificate Specialization in Medical Scribe (C45400-C4)

This certificate is offered to credentialed Medical Assistants only.

Major Requirements

MED 232	Medical Insurance Coding	2.0
MED 270	Symptomatology	3.0
MED 134	Medical Transcription	3.0
MED 183	Electronic Medical Records I	5.0

Total Credits **13**

Medical Assisting Certificate Specialization in Healthcare Interpreter (C45400-C5)

Major Requirements

MED 110	Orientation to Medical Assisting	1.0
MED 116	Introduction to Anatomy & Physiology	4.0
MED 118	Medical Law and Ethics	2.0
MED 121	Medical Terminology I	3.0
HSC 140	Transcultural Healthcare	2.0
HCI 120	Medical Communication	4.0

Total Credits **16**

Medical Assisting Certificate with a Specialization in Administrative Duties (C45400-C6)

Major Requirements

MED 110	Orientation to Medical Assisting	1.0
MED 116	Introduction to Anatomy & Physiology	4.0
MED 118	Medical Law and Ethics	2.0
MED 121	Medical Terminology I	3.0
MED 130	Administrative Office Procedures I	2.0
MED 131	Administrative Office Procedures II	2.0

Total Credits **14**

Medical Assisting Suggested Course Sequences

The following is the suggested plan for when to take each course to complete the Associate in Applied Science degree, based on the program requirements of the 2024-2025 catalog. This is only a recommendation — you may take courses in another order upon consultation with your advisor. This plan is based on you starting with college-level math and English courses, starting your program in the fall, and attending full-time. You can also follow this sequence if you attend part-time. Speak with your academic advisor about the plan and any questions. This program might also offer diplomas or certificates; visit the catalog or contact the program for details. Visit the Academic Advising page for instructions on locating your assigned advisor: <https://www.cpcc.edu/academics/academic-advising>

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- Medical Assisting Associate in Applied Science degree (A45400) (p. 3)

Medical Assisting Diploma (D45400)

Term I		Credits
MED 116	Introduction to Anatomy & Physiology	4.0
MED 121	Medical Terminology I	3.0
MED 130	Administrative Office Procedures I	2.0
MED 131	Administrative Office Procedures II	2.0
MED 140	Examining Room Procedures I	5.0
ENG 111	Writing and Inquiry	3.0
Credits		19

Term II		Credits
MED 110	Orientation to Medical Assisting	1.0
MED 118	Medical Law and Ethics	2.0
MED 122	Medical Terminology II	3.0
MED 150	Laboratory Procedures I	5.0
MED 240	Examining Room Procedures II	5.0
MED 272	Drug Therapy	3.0
Credits		19

Term III		Credits
MED 260	MED Clinical Practicum	5.0
MED 262	Clinical Perspectives	1.0
COM 110 or COM 231	Introduction to Communication or Public Speaking	3.0
Credits		9
Total Credits		47

Medical Assisting Associate in Applied Science Degree (A45400)

Term I		Credits
MED 116	Introduction to Anatomy & Physiology	4.0
MED 121	Medical Terminology I	3.0
MED 130	Administrative Office Procedures I	2.0
MED 131	Administrative Office Procedures II	2.0
MED 140	Examining Room Procedures I	5.0
ENG 111	Writing and Inquiry	3.0
Credits		19

Term II		Credits
MED 110	Orientation to Medical Assisting	1.0
MED 118	Medical Law and Ethics	2.0
MED 122	Medical Terminology II	3.0
MED 150	Laboratory Procedures I	5.0
MED 240	Examining Room Procedures II	5.0
MED 272	Drug Therapy	3.0
Credits		19

Term III		Credits
MED 260	MED Clinical Practicum	5.0
MED 262	Clinical Perspectives	1.0
COM 110 or COM 231	Introduction to Communication or Public Speaking	3.0
Credits		9

Term IV		Credits
MED 270	Symptomatology	3.0
BUS 135	Principles of Supervision	3.0
Behavioral/Social Science		3.0
Humanities/Fine Arts		3.0
MAT 143	Quantitative Literacy	3.0

Medical Assisting

MED 232	Medical Insurance Coding	2.0
or MED 274	or Diet Therapy/Nutrition	
or BIO 155	or Nutrition	
or ACA 122	or College Transfer Success	
or HCI 120	or Medical Communication	
Credits		17
Total Credits		64