

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

#### 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 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 240	Examining Room Procedures II	5.0
MED 260	MED Clinical Practicum	5.0
MED 262	Clinical Perspectives	1.0
MED 272	Drug Therapy	3.0
BUS 135	Principles of Supervision	3.0
MED 232	Medical Insurance Coding	2.0
or MED 274	Diet Therapy/Nutrition	

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](http://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](mailto: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	Intro 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
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 or HIT 226	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

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 2022-2023 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 an advisor about the plan and any questions. This program might also offer diplomas or certificates; visit the catalog or contact the program for details.

Medical Assisting suggested course sequence (associate in applied science degree)

Medical Assisting suggested course sequence (diploma)