

# Medical Assisting

## 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 <sup>AAS degree choice</sup>	
MED 134	Medical Transcription <sup>Medical Scribe Certificate only</sup>	
MED 183	Electronic Medical Records I <sup>Medical Scribe Certificate only</sup>	

**Total Credits** **64**

**MED 110. Orientation to Medical Assisting. 1.0 Credit.** Class-1.0. Clinical-0.0. Lab-0.0. Work-0.0

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED 116. Introduction to Anatomy & Physiology. 4.0 Credits.** Class-3.0. Clinical-0.0. Lab-2.0. Work-0.0

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

**MED 118. Medical Law and Ethics. 2.0 Credits.** Class-2.0. Clinical-0.0. Lab-0.0. Work-0.0

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

**MED 120. Survey of Medical Terminology. 2.0 Credits.** Class-2.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

**MED 121. Medical Terminology I. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122. Medical Terminology II. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

Prerequisites: Take MED 121, minimum grade of C

**MED 130. Administrative Office Procedures I. 2.0 Credits.** Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

**MED 131. Administrative Office Procedures II. 2.0 Credits.** Class-1.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

**MED 134. Medical Transcription. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

Prerequisites: Take MED 121 MED 116, minimum grade of C

**MED 140. Examining Room Procedures I. 5.0 Credits.** Class-3.0. Clinical-0.0. Lab-4.0. Work-0.0

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

**MED 150. Laboratory Procedures I. 5.0 Credits.** Class-3.0. Clinical-0.0. Lab-4.0. Work-0.0

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

Corequisites: Take MED 240

**MED 183. Electronic Medical Records I. 5.0 Credits.** Class-3.0. Clinical-3.0. Lab-2.0. Work-0.0

This course introduces students to the design and creation of Electronic Methods Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

Corequisites: Take One: CIS 110, CIS 111 or OST 131

**MED 232. Medical Insurance Coding. 2.0 Credits.** Class-1.0. Clinical-0.0. Lab-3.0. Work-0.0

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

**MED 240. Examining Room Procedures II. 5.0 Credits.** Class-3.0. Clinical-0.0. Lab-4.0. Work-0.0

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

Prerequisites: Take MED 140, minimum grade of C

Corequisites: Take MED 150

**MED 260. MED Clinical Practicum. 5.0 Credits.** Class-0.0. Clinical-15.0. Lab-0.0. Work-0.0

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

Corequisites: Take MED 262

**MED 262. Clinical Perspectives. 1.0 Credit.** Class-1.0. Clinical-0.0. Lab-0.0. Work-0.0

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

Corequisites: Take MED 260

**MED 270. Symptomatology. 3.0 Credits.** Class-2.0. Clinical-0.0. Lab-2.0. Work-0.0

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

**MED 272. Drug Therapy. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

**MED 274. Diet Therapy/Nutrition. 3.0 Credits.** Class-3.0. Clinical-0.0. Lab-0.0. Work-0.0

This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.