

Medical Assisting

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 2023-2024 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>

- Medical Assisting Diploma (D45400) (p. 1)
- Medical Assisting Associate in Applied Science degree (A45400) (p. 1)

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