

# Medical Assistant

## Diploma Program

**Contact Hours:** 800

**Semester Credits:** 26

**Instructional Weeks – Full Time:** 32

**Average Time to Complete – Full Time:** 8 Months

## Program Overview

Whether in a physician's office, a clinic, or hospital-owned physician network, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient's medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician.

## CPR Certification

To be eligible for American Heart Association (AHA) certification, students must attend all scheduled hours of CPR lecture and pass practical checkoffs and a written exam. A student who is tardy or misses a lecture must repeat the lecture, even if the student passes the checkoffs and written exam. If CPR is offered during another shift in the same term, the student may attend that lecture. If not offered during that term, the student will receive an incomplete for the course until the lecture is repeated. AHA requires that students pass the CPR written test with a grade of at least 84 percent. If below 84 percent, they may retake the exam once. The original test score will be used to calculate the course grade. If the test is retaken and failed a second time, the student must repeat the entire course of CPR instruction. If a student is absent for the entire course, it is his or her responsibility to contact the instructor to find an appropriate session or class to attend. If the student does not do so, he or she may not graduate.

## Program Delivery

The Medical Assistant program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 400 course hours (50.0%) may be offered online.

## Program Objectives

Upon completion of the Medical Assistant program, the student will possess the knowledge and skills required in the areas of anatomy, physiology, pathology of the body systems, medical terminology, EKGs, administration of parenteral medications, phlebotomy techniques, CLIA exempt laboratory procedures, and medical front-office procedures to function successfully in an entry-level position as a Medical Assistant. Graduates are prepared to enter the healthcare workforce in a clinic or physician's office. A diploma will be issued upon successful completion of the program.

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Externship Hours (Ground/Online)	Semester Credit Hours
MDCA1313	General Patient Care, Skeletal and Muscular Systems			55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1323	Medical Ethics, Nervous and Sensory Systems			55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5

MDCA1333	Office Procedures, Digestive and Reproductive Systems		55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1343	Endocrine, Cardiology, and Professional Communication		55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1353	Diagnostic Procedures, Hematology, Urinary System & Medical Billing		55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1363	Pharmacology , Health Insurance and Respiratory System		55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1201	Externship I	MDCA1313 MDCA1323 MDCA1333 MDCA1343 MDCA1353 MDCA1363			115 ( 80 / 35 )	2.5
MDCA1202	Externship II	MDCA1201			115 ( 80 / 35 )	2.5
<b>Total</b>			<b>330 (60/270)</b>	<b>240 (180/60)</b>	<b>230 (160/70)</b>	<b>26</b>