

MEDICAL ASSISTING

The Medical Assisting Program prepares students for a variety of careers in ambulatory healthcare.

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Accurately create, construct, and maintain medical records.
- Perform professional telephone technique and telephone triage within given parameters.
- Create an appointment matrix, perform scheduling tasks, and maintain a balanced patient schedule.
- Identify and adhere to the legal standards in healthcare and name appropriate regulatory agencies.
- Describe the anatomy and physiology of each body system and related terminology, pathology, and treatments.
- Accurately obtain and record patient information and metrics.
- Distinguish between normal and abnormal test results and their possible implications.
- Communicate with patients regarding clinical preparation, treatments, outcomes, and follow-up care as directed.
- Explain common financial, coding, and insurance procedures pertaining to a medical office.
- Succinctly and accurately communicate information to appropriate members of the healthcare team.
- Efficiently assist with medical exams and perform routine patient screening and diagnostic procedures.
- Identify common pathogens, their lifecycles and modes of transmission, and demonstrate appropriate infection control measures and sterile techniques.

Certificate of Achievement (Career Technical)

Certificate Requirements	Units
REQUIRED CORE:	43-44
ANAT 5 Basic Human Anatomy and Physiology (4)	
CSIS 50 Microsoft Office Applications (2)	
& CSIS 50L Microsoft Office Applications Lab (1)	
MATH 261 Beginning Algebra (5)	
or higher math course (4-5)	
MEDA 100 Introduction to Health Careers (1)	
MEDA 101 Ethics, Law and IT Security in the Medical Office (3)	
MEDA 105 Medical Terminology (4)	
MEDA 110 Medical Office Management (3)	
MEDA 112 Medical Office Computer Applications (2)	
MEDA 114 Medical Insurance Management (2)	
MEDA 116 Medical Linguistics and Transcription (2)	
MEDA 118 Pharmacology and Human Diseases (3)	
MEDA 120 Medical Assisting Clinical Techniques I (3)	
MEDA 121 Medical Assisting Clinical Techniques II (3)	
MEDA 122 Medical Assisting Clinical Techniques III (3)	
MEDA 130 Medical Assisting Externship (3)	
Current valid healthcare provider CPR certificate (American Heart Association only)	0
Select one course from the following: (ENGL 1A is required for AS degree)	3-4
ENGL 1A College Composition (3) <i>(required for Associate in Science degree)</i>	
ENGL 111 Intermediate Academic Reading and Writing (4)	
ENSL 110 Advanced Writing (4)	
TOTAL CERTIFICATE UNITS	46-48

Associate in Science Degree (Career Technical)

Associate Degree Major Requirements

Units

Certificate Requirements (as described above)

46-47

Complete Competency Requirements and MPC General Education Pattern for a total of 60 degree-applicable units (see pages 72-73, 76 in the 2017-18 MPC Catalog).

Recommended Electives:

HLTH 4 Healthy Living (3)

NUTF 1 Nutrition (3)

PSYC 50 Health Psychology (3)

TOTAL DEGREE UNITS

60
