

Medical Assistant Degree

Degree: Associate in Applied Science

Total Required Credits for Degree: minimum of 64

Program Requirements: 64

Program Electives: 3

General Education Credits: 0*

Code: 3163

About the Program

The Medical Assistant performs routine administrative and clinical tasks within a medical office. Duties may include but are not limited to: greeting patients, answering telephones, billing and coding, maintaining medical records, completing medical histories, completing basic clinical assessments, recording vital signs, preparing patients for examination, collecting blood specimens, performing basic laboratory tests, performing EKGs, preparing and administering medications, and assisting physicians with treatment and/or minor procedures.

Program web site: www.cod.edu/hsd/medassist.htm

Health Sciences Admissions

The majority of Health Sciences programs require either a separate admissions process (in addition to the standard college application form) and/or the completion of specific prerequisites before acceptance into a program. The Health Sciences Admissions office is located in the Student Resource Center (SRC), Room 2046. For more information, check out the Health Sciences Admissions web site at: www.cod.edu/hsadmissions/

Program Notes

- The following program requirements must be on file prior to application. Admission into the Medical Assistant program is based on the following requirements:
 - High School graduate or GED.
 - Completion of Anatomy and Physiology 1500 or higher with a grade of “C” or better.
 - Completion of Health Science 1110, *Biomedical Terminology*, with a grade of “C” or better.
- Students interested in the Medical Assistant program should apply for admission to the program as early as possible. There are two admission dates each year for this program: Jan. 1 and Aug. 1. The application deadline for admission in January is Dec. 1 and for August the deadline is June 1. Apply early; limited enrollment is based on the number of clinical sites available.
- A selection process has been established to admit the most qualified students. Selection is determined by a numerical point system based on the following equally graded categories:
 - Highest college degree earned

- Overall GPA on college coursework (minimum of eight hours)
 - Grade of “C” or higher in Health Science 1110 and Anat& 1500 or higher
 - Patient care experience points are deducted for patterns of withdrawals [“W”] on transcripts.
- Contact the faculty adviser or check the college’s web site for a checklist to follow prior to admission to the program.
 - Clinical Requirements, including the following:
 - Health requirements: medical history, physical, and proof of immunity for rubella, rubeola, varicella, mumps and Hepatitis B. If not immune, immunizations are required. Also required is a two-step TB test and a drug screen.
 - Medical malpractice insurance is included in the tuition of HLTHS 1124 and 2250. Students must be registered and listed on the instructor’s course roster for malpractice insurance.
 - Criminal background check
 - CPR certification for health care providers
 - Personal health insurance
 - Transportation: Students are responsible for providing their own transportation to and from the clinical site.

Program Requirements

Engli 1101 or 1105.....	3
Spec 1100, 1120 or 1150.....	3
Anat& 1500 Survey of Human Anatomy and Physiology*	4
Math 1102 Math for Health Sciences.....	3
Philo 1114 Business Ethics	3
OR	
Philo 1112 Biomedical Ethics.....	3
Psych 1100 General Psychology.....	3
CIS 1150 Introduction to Computer Information Systems	3
OR	
OFTI 1200 MS Office for Professional Staff.....	3
HIT 1107 CPT Coding.....	3
HIT 1120 ICD Coding for Physicians.....	3
HIT 1121 Billing in Physician Offices	3
Hlths 1110† Biomedical Terminology	4
Hlths 1120 Introduction to Clinical Lab Science	3
Hlths 1122 Basic Phlebotomy Techniques.....	4
Hlths 1124 Phlebotomy Clinical.....	2
Hlths 1126 Basic Non-Invasive Electrocardiography (EKG)	2
Hlths 1130 Medical Assistant Administrative Procedures	3
Hlths 2211 Legal and Ethical Aspects of Health Care	3
Hlths 2233 Pathophysiology for Medical Assisting.....	3
Hlths 2235 Pharmacology for Medical Assisting.....	3

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Medical Assistant

Degree

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Hlths 2239	Medical Assistant Clinical Procedures	3
Hlths 2250	Medical Assistant Clinical Externship	3
Total		64

†Must be completed with a “C” or higher before admittance to the MA program.

Program Electives

Hlths 1128	Advanced EKG	3
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*General Education Requirements

For the Medical Assistant degree, ALL General Education courses are already listed under program requirements.

Under the specified General Education headings below, the following courses are required for the Medical Assistant degree:

Communications: 6 credits required

Required courses: English 1101 or 1105, Speech 1100, 1120, or 1150

Physical/Life Sciences: 3 to 5 credits required

Required course: Anatomy and Physiology 1500

Mathematics: 3 to 5 credits required

Required course: Mathematics 1102

Humanities and Fine Arts: 3 credits required

Required course: Philosophy 1114 (recommended) OR 1112

Social and Behavioral Sciences: 3 credits required

Required course: Psychology 1100

Additional A.A.S. Degree Requirements

A minimum of 2 credits must be completed from the list of courses in the Global/Multicultural Studies or Contemporary Life Skills category.

Required course: Health Sciences 1110

Advisers

If you are considering this program as an area of study, consult with a faculty adviser in this field.

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