



## MEDICAL ASSISTING AAS DEGREE

Effective 5-1-18

**Program Description:** The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care. Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

**Application Dates: Ongoing**

**Start Semester:** Fall, Spring, or Summer Semester

**Length of Program:** Six Semesters

**Application Criteria:**

- Must be a high school graduate or hold high school equivalency diploma
- Must have a **2.5 GPA** in general education and recommended courses for the program
- Must have a confirmed clinical site placement (coordinated by the program director)

**Minimum Prerequisites (must be completed or in progress at time program application is submitted):**

- BIO 163** with a C or better

The Medical Assisting Program has special admissions requirements. These requirements are in addition to those completed for the College. Until students complete the special admission requirements and are accepted into the program, they will be enrolled as an Associate in General Education (AGE) major. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the Health Sciences Admissions Step-By-Step Guide for more information about the application process (click on academics > programs > health sciences > admissions > admissions requirements).

Essential functions are those considered necessary or fundamental to performance of a job. Students must be able to perform the essential functions, with or without reasonable accommodations. Please visit [www.pittcc.edu](http://www.pittcc.edu) to review the essential functions necessary for the Medical Assisting Program (click on academics > programs > medical assisting > essential functions).

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs by recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP Address: 25400 US Highway 19 North, Suite 158. Clearwater, Florida 33763. Phone: 727-210-2350. Fax: 727-210-2354. Email: [mail@caahep.org](mailto:mail@caahep.org). MAERB Address: 20 North Wacker Drive, Suite 1575. Chicago, Illinois 60606-2903. Phone (312) 899-1500. Fax (312) 899-1259.

*Health Sciences admissions policies are not to be regarded as an irrevocable contract between PCC and students. PCC reserves the right to change any provisions or requirements at any time. Every effort will be made to minimize the inconvenience such changes create for students.*

Developmental Courses (if required):

DRE	DMA	CIS

- ACA 090 (Required if a student places into a DRE and DMA course)
- BIO 094 (Required if a student places into or has ever taken ANY developmental English or reading course or ANY developmental math lower than DMA 050 or MAT 080. Prerequisite is DRE 098, ENG 095, ENG 111, or ENG 112 or appropriate placement.)

General Education: These courses may be completed prior to admission to the Medical Assisting Program.

SEMESTERS OFFERED	COURSE	TITLE (CREDIT HOURS)	PREREQUISITES
F,Sp,Su	ACA 111	College Student Success (1)	None
F,Sp,Su	BIO 163*	Basic Anatomy and Physiology (5)	(1) Placement into ENG 111 and [DMA 050 or MAT 080] or (2) Completion of BIO 094 and [DRE 098 or ENG 095] and [DMA 010, DMA 020, DMA 030, and DMA 040 or MAT 070]
F,Sp,Su F,Sp,Su F,Sp,Su F,Sp,Su	CIS 110 or CIS 111 or OST 136 or OST 137	Introduction to Computers (3) or Basic PC Literacy (2) or Word Processing (3) or Office Applications I (3)	<u>CIS 110 &amp; 111 Prereq:</u> CIS 070 or appropriate placement <u>OST 136 Prereq:</u> OST 131 or acceptance in medical assisting program <u>OST 137 Prereq:</u> None
F,Sp,Su	ENG 111	Writing and Inquiry (3)	DRE 098 or ENG 095 or appropriate placement
F,Sp,Su	ENG 112	Writing/Research in the Disc (3)	ENG 111
F,Sp,Su	HUM 115 or PHI 240	Critical Thinking (3)	ENG 111
F,Sp,Su	MAT 110	Mathematical Measurement & Literacy (3)	DMA 010, DMA 020, and DMA 030 or appropriate placement
F,Sp,Su F,Sp,Su	MED 118 or OST 149	Medical Law and Ethics (2) or Medical Legal Issues (3)	None
F,Sp,Su	MED 121	Medical Terminology I (3)	None
F,Sp,Su	MED 122	Medical Terminology II (3)	MED 121
F,Sp,Su	MED 180**	CPR Certification (1)	None
Sp F,Sp,Su	MED 232 or OST 148	Medical Insurance Coding (2) or Med Coding Billing & Insurance (3)	<u>MED 232 Prereq:</u> None <u>OST 148 Prereq:</u> MED 122
F,Sp,Su	PSY 150	General Psychology (3)	DRE 098 or ENG 095 or appropriate placement
F, Sp, Su Sp	SPA 111 or SPA 120	Elementary Spanish (3) or Spanish for the Workplace (3)	None
F,Sp,Su	Select 2 credit hours from the following courses: BUS 151, HSC 110, OST 131, OST 164, OST 184, OST 281, OST 286, SPA 110, SPA 112		Refer to the PCC Catalog for prerequisite requirements.

\*BIO must be successfully completed with a C or better within the past ten years counting back from the date of enrollment in the Medical Assisting Program.

\*\*Students who hold active BLS Certification from the American Heart Association at the time of enrollment in the Medical Assisting Program may receive articulated credit for MED 180.

You must be formally admitted to the Medical Assisting Program to take MED courses.

SEMESTERS OFFERED	COURSE	TITLE (CREDIT HOURS)	PREREQUISITES
Semester I	MED 110	Orientation to Medical Assisting (1)	None
Semester I	MED 130	Administrative Office Procedures I (2)	None
Semester I	MED 270	Symptomatology (3)	None
Semester II	MED 150	Laboratory Procedures I (5)	None
Semester III	MED 272	Drug Therapy (3)	None
Semester IV	MED 114	Prof Interaction in Health Care (1)	None
Semester IV	MED 131	Administrative Office Procedures II (2)	MED 130
Semester IV	MED 140	Examination Room Procedures I (5)	None
Semester V	MED 240	Examination Room Procedures II (5)	MED 140
Semester V	MED 276	Patient Education (2)	None
Semester VI	MED 260	MED Clinical Practicum (5)	MED 110, MED 131, MED 150, and MED 240 and permission from program director; Corequisites: MED 262 and MED 264
Semester VI	MED 262	Clinical Perspectives (1)	MED 110, MED 131, MED 150, and MED 240 and permission from program director; Corequisites: MED 260 and MED 264
Semester VI	MED 264	Medical Assisting Overview (2)	MED 110, MED 131, MED 150, and MED 240 and permission from program director; Corequisites: MED 260 and MED 262

**Total Credits for AAS Degree: 76**

A grade of C or better is required in all courses to graduate from the Medical Assisting Program.

To apply to the Medical Assisting Program, contact Health Sciences Admissions at 252-493-7473 or [hltscaadm@email.pittcc.edu](mailto:hltscaadm@email.pittcc.edu)