

## MEDICAL OFFICE ASSISTANT – A.A.S. Degree Program

Effective Fall 2008, the new A.A.S. degree program in Medical Office Assistant builds upon the existing 30-credit Certificate in Medical Office Assistant. By completing the Associate Degree program, students will increase their general medical knowledge and administrative skills, and will gain proficiency in additional clinical procedures that a typical medical office would employ. Graduates will be competitive in the continually expanding Health Care field, the fastest growing industry in the United States.

Medical assisting is an allied health profession whose practitioners function as members of the health care delivery team and perform a combination of administrative and clinical procedures. Administrative duties include answering telephones, greeting patients, updating and filing patient's medical records,

filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping.

Clinical duties include taking medical histories and recording vital signs, preparing patients for examination and assisting the physician during examination. Medical assistants also collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They will authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for X-rays, take electrocardiograms, and remove sutures and change dressings under the supervision of the practitioner.

### REQUIREMENTS FOR THE A.A.S. DEGREE

GENERAL EDUCATION CORE REQUIREMENTS		Credits
EN-101 or		
EN-103, 102	English Composition I and II.....	6
MA-301	Foundations of Mathematics.....	3
SS-310*	Sociology.....	3
HI-110*, HI-111*,		
or HI-112*	History.....	3
SS-640	Medical Ethics.....	3
BI-520	Public Health Science.....	4
<i>Sub-total for General Education</i>		22

### REQUIREMENTS FOR THE MAJOR

A. Biology Requirements		
BI-110	Fundamentals of Life Science.....	3
BI-150	Organization and Delivery of Health Care.....	2
BI-340	Assisting in Medical Office: Clinical Testing.....	2
BI-341	Assisting in Medical Office: Medical Assisting.....	2
BI-403	Medical Terminology.....	2
BI-451	Phlebotomy Technology.....	1
BI-452	EKG Technology.....	2
<i>Sub-total</i>		14

B. Business Courses		
Any one course selected from the following (dependent on typing and keyboarding ability)		
BU-802	Typewriting/Keyboarding II or	
BU-803	Advanced Typewriting/Keyboarding.....	2
BU-903	Medical Office Procedures.....	3
BU-907*	Word/Information Processing (Microsoft Windows)....	3
BU-916, 918	Medical Coding and Billing I, II.....	6
<i>Sub-total</i>		14

C. Internship		
BU-909 or	Cooperative Education in Business or	
BI-961	Phlebotomy Practice and	
HE-110	Cardiopulmonary resuscitation.....	3
<i>Subtotal for A, B, and C</i>		31

### ELECTIVES

Seven credits to be selected among the following courses:		
BI-950, 951, 952	Field Experience in Medical Assisting.....	2-3
BU-801	Typewriting/Keyboarding I.....	2
HE-103	Nutrition and Health.....	3
SP-211	Speech Communications.....	3
CH-120	Fundamentals of Chemistry.....	3
<i>Sub-total for Electives</i>		7

**Total Credits Required .....60**

\* Writing Intensive sections of these courses are offered each semester.

### SUGGESTED SEQUENCE OF COURSES

Semester 1		Credits
EN-101 or		
EN-103	English Composition I or	
	Writing for the New Media.....	3
BI-110	Fundamentals of Life Science.....	3
SS-310	Sociology.....	3
HI-110, HI-111,		
or HI-112	History.....	3
BU-801 or 802	Typewriting/Keyboarding I or II.....	2
<i>Sub-total</i>		14

Semester 2		
EN-102	English Composition II.....	3
MA-301	Foundations of Mathematics.....	3
BI-520	Public Health Science.....	4
BU-903	Medical Office Procedures.....	3
BI-150	Health of the Nation.....	2
BI-950	Field Experience In Medical Assisting.....	1
<i>Sub-total</i>		16

Semester 3		
BU-802 or	Typewriting / Keyboarding II or	
BU-803	Advanced Typewriting/ Keyboarding.....	2
BU-916	Medical Coding and Billing I.....	3
SS-640	Medical Ethics.....	3
BI-340	Assisting in Medical Office: Clinical Testing Procedures .	2
BI-403	Medical Terminology.....	2
CH-120 or	Fundamentals of Chemistry or	
HE-103 or	Nutrition and Health or	
SP-211	Speech Communication.....	3
<i>Sub-total</i>		15

Semester 4		
BI-341	Assisting in Medical Office: Medical Assisting Procedures...	2
BI-451	Phlebotomy Technology.....	1
BI-452	EKG Technology.....	2
BU-907	Word/Information Processing (Microsoft Windows)....	3
BU-918	Medical Coding and Billing II.....	3
BU-909 or	Cooperative Education in Business or	
BI-961 and	Phlebotomy Practice and	
HE-110	Cardiopulmonary Resuscitation.....	3
BI-951 or 952	Field Experience in Medical Assisting.....	1
<i>Sub-total</i>		15

**Total Credits Required .....60**