

MEDICAL ASSISTING

Medical Assisting Major (Approval Pending)

ARTS & SCIENCES AND BUSINESS DIVISION

Program of Study

(This is a joint program with Lorain County Community College.)

The Medical Assistant works in a variety of health care settings: medical offices, clinics, and ambulatory care facilities. Medical Assisting duties vary between administrative and clinical skills. Medical Assistants help to ensure a smooth and functional health care setting and to provide a patient centered approach to quality health care. The program provides individuals with hands-on clinical skills, knowledge, and an understanding of the profession of Medical Assisting through classroom instruction, clinical skills, and externship.

Upon successful completion of the program, graduates will be able to sit for the Registered Medical Assisting (RMA) examination through American Medical Technologists (AMT).

The faculty have identified the following Learning Outcomes for all graduates:

- Maintain patient chart and filing systems. Produce daily patient list and pull charts. Ensure various records and forms are in proper order. Insert clinical and administrative documentation.
- Process medical records requests. Pull charts and obtain physician approval. Copy pertinent information, adhering to rules of confidentiality.
- Perform various data entry tasks using computerized practice management software programs.
- Perform initial patient work-ups, assisting the patient into the exam room, obtaining medical history, and measuring vital signs.
- Perform basic lab work; venipuncture, capillary puncture, urinalysis, and other lab specimens ordered by the physician. Follow up on lab results by placing in patient chart and routing results to the physician for review.
- Perform EKG's as ordered.
- Perform injections as ordered.
- Assist the physician with various examinations as instructed.
- Sterilize, package, and autoclave instruments.
- Organize examination rooms, set up for specific procedures, and do general cleaning and restocking.
- Perform other duties as necessary and within the Medical Assistant's scope of practice.

Associate of Applied Science

TECHNICAL CONCENTRATION

| | | Credit Hrs. |
|----------|--|-------------|
| HIT 1350 | Health Data Management | 3 |
| HIT 1400 | Introduction to Medical Coding | 3 |
| HIT 2540 | Health Record Law. | 2 |
| HPE 1020 | First Aid and Safety. | 2 |
| MED 1100 | Introduction to Medical Assisting. | 3 |
| MED 2600 | Medical Billing. | 3 |
| MED 2650 | Medical Assisting Procedures I | 3 |
| MED 2660 | Medical Assisting Procedures II | 3 |
| MED 2980 | Externship | 1 |
| NUR 1050 | Nursing Pharmacology. | 2 |

LORAIN CC COURSES TAUGHT ON TERRA CC'S CAMPUS

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|--|--|----|
| CLSC 111 | Introduction/Clinical Lab Science Technology | 2 |
| PHBT 111 | Basic Laboratory Techniques | 2 |
| PHBT 121 | Phlebotomy Clinical Practicum | 3 |
| Total Technical Credit Hours | | 32 |

GENERAL EDUCATION AND RELATED COURSES

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| GEN 1000 | First-Year Seminar | 1 |
| ACC 1100 | Financial Accounting. | 4 |
| BIO 1230 | Anatomy and Physiology I | 3 |
| BIO 1235 | Anatomy and Physiology I Lab | 1 |
| BIO 1240 | Anatomy and Physiology II | 3 |
| BIO 1245 | Anatomy and Physiology II Lab | 1 |
| Choose One: | ENG 1050 College Composition I or ENG 1020 | 3/5 |
| ENG 1060 | College Composition II. | 3 |
| MGT 1190 | Management | 3 |
| MTH 1310 | Intermediate Algebra. | 4 |
| OAD 1150 | Document Formatting I. | 3 |
| PSY 1210 | General Psychology | 3 |
| SPE 2020 | Interpersonal Communication | 3 |
| Total General Education and Related Credit Hours | | 35/37 |
| TOTAL CREDIT HOURS | | 65/67 |

See your advisor for appropriate course selection.

For available Certificate Program options, see catalog pages 103–109.

All students graduating from Terra State Community College with an Associate degree of any kind will be functionally proficient in common computer operations and applications. Please see your academic advisor or academic division office for further details.

To determine when courses are scheduled, see program curriculum sheet which is available from the Enrollment Services office in Building A/Room 100, from the Arts & Sciences and Business Division, Building A/Room 202 or on the web at www.terra.edu.

POTENTIAL OCCUPATIONS:

- Medical Assistants work in a variety of healthcare settings, such as physicians' offices, clinical laboratories, nursing homes, chiropractic offices, optometry offices, and dental offices.