

PROGRAM DESCRIPTION

The introduction of students to the overall operation of the physician's office is the basic objective of this program. Students are trained to assist the physician in the examination room, to perform routine laboratory procedures and to handle financial records, correspondence, insurance forms and other administrative functions. Our ultimate goal is to prepare students to successfully gain entry-level employment as a Medical Assistant.

PROGRAM OBJECTIVES

Upon completion of their program, the student should be able to:

1. Demonstrate the ability to perform clinical assisting and laboratory procedures.
2. Demonstrate the ability to use knowledge attained to create clerical documents used in medical facilities.
3. Apply legal concepts to the medical practice.
4. Communicate professionally with patients, co-workers and providers.

POTENTIAL JOB POSITIONS

Potential entry-level job titles include Medical Office Assistant, Medical Business Office, Medical Receptionist, Medical Laboratory Assistant, and Phlebotomist.

PROGRAM LENGTH

The average length of time for a student taking a full course load is 3 semesters.

PROGRAM CONTENT

A minimum of 48 semester credit hours are required for graduation.

REQUIRED COURSES

All courses, 46 semester credit hours, are required.

<u>Course Number</u>	<u>Course Name</u>	<u>Prerequisite</u>	<u>Credit Hours</u>
IS 102	Computers and Application Software	None	4.0
MO 110	Keyboarding	None	1.0
MO 113	Medical Business Operations	None	3.0
MO 129	Medical Office Procedures	None	3.0
MO 144	Medical Terminology	None	1.0
MO 146	Pathophysiology and Pharmacology	Co-requisite SC 245	2.0
MO 161	Medical Billing and Insurance Procedures	None	3.0
MS 109	Clinical Assisting I	SC 245, MO 144, MO 146	3.0
MS 121	Clinical Assisting II	MS 109	4.0
MS 131	Clinical Laboratory Procedures I	SC 245, MO 144, MO146	4.0
MS 141	Clinical Laboratory Procedures II	MS 131	4.0
MS 207	Program Review	All didactic course work with a GPA of 2.0	2.0
MS 295	Externship	All didactic course work with a GPA of 2.0, PD 211	4.0
SC 145	Anatomy and Physiology I	Co-requisite SC 145L	3.0
SC 145L	Anatomy and Physiology I Lab	Co-requisite SC 145	1.0
SC 245	Anatomy and Physiology II	SC 145, co-requisite SC 245L	3.0
SC 245L	Anatomy and Physiology II Lab	SC 145, co-requisite SC 245	1.0

PERSONAL DEVELOPMENT

Both courses, 2 semester credit hours, are required in addition to PD 211.

<u>Course Number</u>	<u>Course Name</u>	<u>Prerequisite</u>	<u>Credit Hours</u>
PD 100	Student Success Skills	None	1.0
PD 200	Career Development Seminar	None	1.0
PD 211	MA Externship Preparation	None	n/c