

**Medical Assisting (A45400)**

Official Program Description registered with the NC Community College System:

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, medical transcription, 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.

**Program Learning Outcomes**

Upon completion of the Medical Assisting program, the graduates will be able to:

- Demonstrate professional behavior that reflects an understanding of ethical, legal, and self-management concepts.
- Communicate effectively with patients and their families and other health care team members.
- Practice at a beginning-level administrative, clinical, and laboratory functions as they relate to the examination and treatment of patients in medical facilities.
- Implement teaching plan based on individual needs as well as community needs.

**Degree Awarded**

The Associate in Applied Science Degree-Medical Assisting is awarded by the College upon completion of the program.

**Note**

A grade of C must be achieved in all MED curriculum courses in order to progress within the program.

A student convicted of a felony may not be eligible for the certification examination administered by the American Association of Medical Assistants (AAMA). However, the certifying board may grant a waiver leased upon mitigating circumstances.

**Criminal Background Checks**

Affiliating clinical agencies with which the College has contracted to provide clinical experiences for Medical Assisting students may require students to submit to criminal background checks and/or drug testing prior to or during participation in clinical experiences at the site. Students should be aware that if a clinical site denies a student placement in their facility, the student would be unable to complete the required clinical component of the course. This will prohibit the student from progressing and completing the Medical Assisting program. The student will be dropped from the program.

**Accreditation**

Wayne Community College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB\_AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

**For More Information**

The Medical Assisting Technology program is in the Allied Health and Public Services Division. For more information, call (919) 735-5151, ext. 753, or visit our web site at [www.waynecc.edu](http://www.waynecc.edu).

**Admissions**

Individuals desiring a career as a medical assistant should take biology, mathematics, and typing/keyboarding/computer courses prior to entering the program.

Individuals desiring admission to the program should follow the admissions procedures outlined on pages 9, 10 and 11 of this catalog and in the Application Policies and Procedures Packet.

**First Step to Enroll**

Call the Admissions and Records Office at (919) 735-5151, ext. 238.

			Contact Hours	Semester Credit Hours
<b>FIRST SEMESTER</b>				
ACA	111	College Student Success.....	1	1
BIO	163	Basic Anatomy and Physiology	6	5
ENG	111	Expository Writing.....	3	3
MAT	110	Mathematical Measurement ....	4	3
MED	110	Orientation to Medical Assist ...	1	1
MED	121	Medical Terminology I .....	3	3
OST	131	Keyboarding.....	3	2
				18
<b>SECOND SEMESTER</b>				
ENG	114	Professional Research and Reporting .....	3	3
MED	122	Medical Terminology II .....	3	3
MED	130	Administrative Office Procedures I .....	3	2
MED	134	Medical Transcription.....	4	3
OST	136	Word Processing.....	4	3
PSY	150	General Psychology.....	3	3
				17
<b>SUMMER TERM</b>				
MED	140	Exam Room Procedures I.....	7	5
MED	150	Laboratory Procedures I .....	7	5
				10
<b>THIRD SEMESTER</b>				
MED	131	Administrative Office Procedures II .....	3	2
MED	240	Exam Room Procedures II.....	7	5
MED	250	Laboratory Procedures II .....	7	5
MED	272	Drug Therapy.....	3	3
				15
<b>FOURTH SEMESTER</b>				
MED	118	Medical Law and Ethics .....	2	2
MED	232	Medical Insurance and Coding	4	2
MED	260	Medical Clinical Externship.....	15	5
MED	264	Medical Assisting Overview .....	2	2
		Humanities/Fine Arts Elective ..	3	3
				14
		<b>Total Credit Hours</b>		<b>74</b>

**Medical Assisting/Advanced Standing  
Alternative for Medical Office  
Administration or Medical Transcription  
(A45400)**

**Prerequisite/Transfer Credit**

			Contact Hours	Semester Credit Hours
ACA	111	College Student Success.....	1	1
BIO	163	Basic Anatomy and Physiology	6	5
MAT	110	Mathematic Measurement .....	4	3
ENG	111	Expository Writing.....	3	3
ENG	114	Professional Research and Reporting .....	3	3
OST	131	Keyboarding.....	3	2
OST	136	Word Processing.....	3	2
MED	121	Medical Terminology I .....	3	3
MED	122	Medical Terminology II .....	3	3
MED	130	Admin Office Proc I.....	3	2
MED	134	Medical Transcription.....	4	3
PSY	150	General Psychology.....	3	3
				33
<b>SUMMER TERM</b>				
MED	140	Exam Room Procedures I.....	7	5
MED	150	Laboratory Procedures I .....	7	5
				10
<b>THIRD SEMESTER</b>				
MED	110	Orientation to Medical Assisting	1	1
MED	131	Administrative Office Procedures II .....	3	2
MED	240	Exam Room Procedures II.....	7	5
MED	250	Laboratory Procedures II .....	7	5
MED	272	Drug Therapy.....	3	3
				16
<b>FOURTH SEMESTER</b>				
MED	118	Medical Law and Ethics .....	2	2
MED	232	Medical Insurance and Coding	4	2
MED	260	Medical Clinical Externship .....	15	5
MED	264	Medical Assisting Overview .....	2	2
		Humanities/Fine Arts Elective ..	3	3
				14
		<b>Total Credit Hours</b>		<b>73</b>