

Medical Assistant (MA), Diploma

The purpose of this program is to prepare the student as a multi-skilled medical assistant. This is done through the acquisition of the knowledge and skills that are necessary to work in clinical and administrative settings at hospitals, clinics, medical Labs, diagnostic centers, and doctor's offices. In addition, the program offers options for entry-level positions such as front office procedures, back office procedures, and back office procedures. The National Certification Exam of Phlebotomy, or the Certified and Registered Medical Assistant certification examination. ATB entrance required scores: 200 Verbal and 210 Quantitative in the Wonderlic Basic Skills Test. FNC awards a diploma upon completion of the program.

GRADUATION REQUIREMENTS (A MINIMUM OF 45 CREDITS)

General Education Requirements

COMMUNICATIONS (3 CREDITS)

		Credit	Hours
ENC 1101	English Composition I **	3	

COMPUTERS (4 CREDITS)

CGS 1030	Introduction to Information Technology	4	
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HSC 1000C	Introduction to Health Care	3	
HSC 1531C	Medical Terminology	3	
BSC 1085C	Anatomy & Physiology I	4	
BSC 1086C	Anatomy & Physiology II	4	
HSC 1230L	Patient Care Procedures	2	

Front Office

MEA 2304C	Medical Office Management	3	
MEA 2305C	Medical Office Procedures	3	
MEA 2315C	Medical Transcription	3	
MEA 2335C	Medical Insurance, Coding and Billing	3	

Back Office

MEA 2226C	Examining Room Procedures	3	
MEA 2265C	Lab. Procedures I	3	
MEA 2266C	Lab. Procedures II	3	
MEA 2206C	Clinical Procedures	3	
MEA 2258	Radiology for Medical Assisting	4	
HSC 2149	General Pharmacology for Health Professions	3	

SUGGESTED ELECTIVE

MEA 2321C	Medical Filing	3	
ENG 2200	Business Communication	3	
MEA 2226C	Examining Room Procedures	3	
MEA 2265C	Lab. Procedures I	3	
MEA 2206C	Clinical Procedures	3	
MEA 2258	Radiology for Medical Assisting	4	
HSC 2149C	General Pharmacology for Health Professions	3	
MEA 2304C	Medical Office Management	3	
MEA 2335C	Medical Insurance, Coding and Billing	3	

Medical students are required to wear medical attire at all times. Students must furnish their own uniforms.

All students must provide BLS, OSHA, HIV, and HIPPA seminar completion forms in order to participate in the clinical rotations.

*General Education Component (see page 106)

**This course has prerequisites; check course descriptions.