

Medical Assisting (A45400)

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, 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.

COURSE REQUIREMENTS

Richmond Community College provides day and evening course sequences for selected programs to enable students to better plan what courses to take to reach their educational goals. However, given the continued increase in the use of technology in instruction and increasing student demand for distance learning courses, the College may offer hybrid, online, web-based and information highway courses in place of traditional courses in any course sequence that is listed. Therefore, students should be aware of this possibility and prepare themselves to successfully function in a hybrid, online, web-based, or information highway course.

				Work/			
				Class	Lab	Clinical	Credit
A. General Education Courses							
1. Required Courses							
ENG	111	Writing and Inquiry		3	0	0	3
ENG	112	Writing/Research in the Disciplines		3	0	0	3
MAT	143	Quantitative Literacy		2	2	0	3
PSY	150	General Psychology		3	0	0	3
		Humanities/Fine Arts Elective*		3	0	0	3
B. Major Courses							
1. Core Courses							
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "C" or better in all core courses for the program of study.</i>							
BIO	163	Basic Anatomy and Physiology		4	2	0	5
MED	110	Orientation to Medical Assisting		1	0	0	1
MED	118	Medical Law and Ethics		2	0	0	2
MED	121	Medical Terminology I		3	0	0	3
MED	122	Medical Terminology II		3	0	0	3
MED	130	Administrative Office Procedures I		1	2	0	2
MED	131	Administrative Office Procedures II		1	2	0	2
MED	140	Exam Room Procedures I		3	4	0	5
MED	150	Laboratory Procedures I		3	4	0	5
MED	260	MED Clinical Practicum		0	0	15	5
2. Other Major Courses							
ACC	115	College Accounting		3	2	0	4

CIS	110	Introduction to Computers	2	2	0	3
MED	112	Orientation to Clinical Setting I	0	0	3	1
MED	114	Professional Interaction in Health Care	1	0	0	1
MED	232	Medical Insurance Coding	1	3	0	2
MED	270	Symptomatology	2	2	0	3
MED	272	Drug Therapy	3	0	0	3
OST	131	Keyboarding	1	2	0	2

Optional Elective

MED	134	Medical Transcription	2	2	0	3
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C. Other Required Courses

ACA	122	College Transfer Success	0	2	0	1
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Total Credit Hours**68-71**

*Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE
MEDICAL ASSISTING**

			Work/ Class Lab Clinical Credit			
First Year – Fall Semester						
ACA	122	College Transfer Success	0	2	0	1
CIS	110	Introduction to Computers	2	2	0	3
ENG	111	Writing and Inquiry	3	0	0	3
MED	110	Orientation to Medical Assisting	1	0	0	1
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	130	Administrative Office Procedures I	1	2	0	2
OST	131	Keyboarding	1	2	0	2
			13	8	0	17
First Year – Spring Semester						
BIO	163	Basic Anatomy and Physiology	4	2	0	5
ENG	112	Writing/Research in the Disciplines	3	0	0	3
MAT	143	Quantitative Literacy	2	2	0	3
MED	112	Orientation to Clinical Setting I	0	0	3	1
MED	122	Medical Terminology II	3	0	0	3
MED	131	Administrative Office Procedures II	1	2	0	2
MED	232	Medical Insurance Coding	1	3	0	2
			14	9	3	19
First Year – Summer Semester						
MED	140	Exam Room Procedures I	3	4	0	5
			3	4	0	5

Second Year – Fall Semester

ACC	115	College Accounting	3	2	0	4
MED	114	Professional Interaction in Health Care	1	0	0	1
MED	150	Laboratory Procedures I	3	4	0	5
MED	270	Symptomatology	2	2	0	3
MED	272	Drug Therapy	3	0	0	3
			—	—	—	—
			12	8	0	16

Second Year – Spring Semester

MED	260	MED Clinical Practicum	0	0	15	5
PSY	150	General Psychology	3	0	0	3
		Humanities/Fine Arts Elective*	3	0	0	3
			—	—	—	—
			6	0	15	11

Total Credit Hours**68**

*Approved Electives are listed on the page before the Course Descriptions.

**SEMESTER SCHEDULE
MEDICAL ASSISTING (CERTIFICATE) (C45400)**

			Class	Lab	Work/ Clinical	Credit
Fall Semester						
MED	110	Orientation to Medical Assisting I	1	0	0	1
MED	118	Medical Law and Ethics	2	0	0	2
MED	121	Medical Terminology I	3	0	0	3
MED	130	Administrative Office Procedures I	1	2	0	2
			—	—	—	—
			7	2	0	8
Spring Semester						
MED	122	Medical Terminology II	3	0	0	3
MED	131	Administrative Office Procedures II	1	2	0	2
MED	134	Medical Transcription	2	2	0	3
MED	232	Medical Insurance Coding	1	3	0	2
			—	—	—	—
			7	7	0	10

Total Credit Hours**18**

Program Completion Guide
ASSOCIATE IN APPLIED SCIENCE - MEDICAL ASSISTING (A45400)

Student Name: _____ **ID #:** _____ **Date of Enrollment:** _____

Criminal background checks and/or drug testing may be required by clinical agencies prior to a student's participation in the clinical component of a course. Failure to meet clinical agency requirements will result in the student not having the opportunity to meet clinical objectives; therefore, the student will not be allowed to progress in the program.

Section I: Developmental Courses (if needed)

Courses	Scores	Cr.	Prerequisites/ Corequisites	Grade	Notes/Semester
DMA 010 Operations with Integers	<7 on DAP	1	Pre: None		
DMA 020 Fractions and Decimals	<7 on DAP	1	Pre: DMA 010		
DMA 030 Propor/Ratio/Rate/Percent	<7 on DAP	1	Pre: DMA 010-020		
DMA 040 Express/Lin Equat/Inequal	<7 on DAP	1	Pre: DMA 010-030 or MAT 060		
DMA 050 Graphs/Equations of Lines	<7 on DAP	1	Pre: DMA 010-040 or DMA 040 and MAT 060		
DRE 096 Integrated Reading and Writing	104-116	3	Pre: None Co: CIS 070		
DRE 097 Integrated Reading Writing II	117-135	3	Pre: DRE 096 Co: CIS 070		
DRE 098 Integrated Reading Writing III	136-150	3	Pre: DRE 097 Co: CIS 070		

Section II:

A. Medical Assisting Certificate (C45400) Course Requirements 18 credit hours: Complete Section I (as required) and Section II, A.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
MED 110 Orientation to Medical Assisting*	1	1 st year – fall	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-040 or MAT 070, Enrollment in Medical Assisting program Co: MED 130		
MED 118 Medical Law & Ethics*	2	1 st year - fall	Pre: DRE 098 or ENG 090 and RED 090		
MED 121 Medical Terminology*	3	1 st year - fall	None		
MED 130 Administrative Office Procedures*	2	1 st year - fall	Pre: DRE 098 or ENG 090 and RED 090, Enrollment in Medical Assisting program Co: MED 110		
MED 122 Medical Terminology II*	3	1 st year - spring	Pre: MED 121		
MED 131 Administrative Office Procedures II*	2	1 st year - spring	Pre: MED 130 Co: MED 232		
MED 134 Medical Transcription (Optional Elective for degree.)	3	1 st year - spring	Pre: MED 121		
MED 232 Medical Insurance Coding	2	1 st year - spring	Pre: MED 121 Co: MED 131		

B. Medical Assisting Associate in Applied Science Degree (A45400) Course Requirements 68-71 credit hours: Complete Sections I (as required) and Section II, A and B.

Courses	Cr.	Recommended Semester	Prerequisites/ Corequisites	Semester Registered/ Planned	Semester Completed/ Grade
ACA 122 College Transfer College	1	1 st year – fall	None		
CIS 110 Intro to Computers	3	1 st year – fall	Pre: DRE 097 Co: DRE 098		
ENG 111 Writing and Inquiry	3	1 st year – fall	Pre: DRE 098 or ENG 090 and RED 090 Co: ACA 122		

OST 131 Keyboarding	2	1 st year – fall	Pre: 25 NWPM on keyboarding placement test		
BIO 163 Basic Anatomy & Physiology*	5	1 st year – spring	Pre: DRE 098 or ENG 090 and RED 090, DMA 010-050 or MAT 070		
ENG 112 Writing/Research in the Disciplines	3	1 st year – spring	Pre: ENG 111		
MAT 143 Quantitative Literacy	3	1 st year – spring	Pre: DMA 010-050, DRE 098 Co: ACA 122		
MED 112 Orientation to Clinical Setting I	1	1 st year - spring	Pre: MED 110, MED 118, MED 121, MED 130		
MED 140 Exam Room Procedures I*	5	1 st year - summer	Pre: BIO 163, MED 121, MED122		
ACC 115 College Accounting	4	2 nd year - fall	Pre: DMA 010-040 or MAT 070, DRE 097 or RED 080 Co: DRE 098		
MED 114 Professional Interactions in Health Care	1	2 nd year - fall	Pre: MED 140, Enrollment in Medical Assisting program		
MED 150 Lab Procedures I*	5	2 nd year - fall	Pre: MED 140		
MED 270 Symptomatology	3	2 nd year - fall	Pre: MED 122, MED 131, Enrollment in Medical Assisting program		
MED 272 Drug Therapy	3	2 nd year - fall	Pre: MAT 143, MED 140, Enrollment in Medical Assisting program		
MED 260 MED Clinical Practicum*	5	2 nd year - spring	Pre: MED 112, MED 114, MED 131, MED 150, MED 232, MED 270, MED 272		
PSY 150 General Psychology	3	2 nd year - spring	Pre: DRE 098 or ENG 090 and RED 090		

Electives: (All degree seeking students must take one Humanities/Fine Arts and one Social/Behavioral Sciences elective from lists below unless a specific course is required above.)

Humanities/Fine Arts Electives (3 credits)** (Courses with the following prefixes will satisfy this requirement: ART, DRA, ENG (literature courses only), HUM, MUS, PHI, REL, and SPA (Intermediate Spanish I only).			
Courses offered at RCC: ART 111, DRA 111, ENG 131, ENG 231, ENG 232, MUS 110, PHI 240, REL 211, REL 212, SPA 211			
Course	Recommended Semester	Semester Registered/Planned	Semester Completed/Grade
	2 nd year - spring		

NOTES: *All courses must be completed with a grade of "C" or better.

**See course catalog for prerequisite and/or corequisite requirements.

Students please read the following and sign below.

I understand that as an RCC student, I am ultimately responsible for my schedule. I understand that I must complete each course with a grade of "C" or better and follow the established course sequence or my ability to graduate on time may be affected.

My advisor has information regarding other colleges and transfer opportunities that I can investigate after completing my degree/diploma/certificate, and I understand that if I would like more information I can schedule an appointment with him/her.

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____

Student Name: _____ Student Signature: _____ Date: _____

Advisor Name: _____ Advisor Signature: _____ Date: _____