

## 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.

				Class	Work/ Lab Clinical		Credit
<b>A. General Education Courses</b>							
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>B. Major Courses</b>							
<i>To receive a degree, diploma or certificate from RCC, a student must have a grade of "B" or better in all BIO and MED courses for the program of study.</i>							
1. Core Courses							
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
	or					
ACC	120	Principles of Financial 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	264	Med Assisting Overview	2	0	0	2
MED	270	Symptomatology	2	2	0	3
MED	272	Drug Therapy	3	0	0	3
OST	131	Keyboarding	1	2	0	2
<b>Optional Elective</b>						
MED	134	Medical Transcription	2	2	0	3
<b>C. Other Required Courses</b>						
ACA	122	College Transfer Success	0	2	0	1

**Total Credit Hours****70-73**

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

**SEMESTER SCHEDULE  
MEDICAL ASSISTING**

			Work/			
			Class	Lab	Clinical	Credit
<b>First Year – Fall Semester</b>						
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
<b>First Year – Spring Semester</b>						
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

<b>First Year – Summer Semester</b>					
MED 140	Exam Room Procedures I	3	4	0	5
		—	—	—	—
		3	4	0	5
<b>Second Year – Fall Semester</b>					
ACC 115	College Accounting	3	2	0	4
or					
ACC 120	Principles of Financial 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
<b>Second Year – Spring Semester</b>					
MED 260	MED Clinical Practicum	0	0	15	5
MED 264	Med Assisting Overview	2	0	0	2
PSY 150	General Psychology	3	0	0	3
	Humanities/Fine Arts Elective*	3	0	0	3
		—	—	—	—
		8	0	15	13

**Total Credit Hours****70**

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

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

				<b>Class</b>	<b>Lab</b>	<b>Work/ Clinical</b>	<b>Credit</b>
<b>Fall Semester</b>							
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		
<b>Spring Semester</b>							
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**