



CHATAHOOCHEE VALLEY COMMUNITY COLLEGE

A.A.S. - Medical Assisting Program

The medical assisting program is intended to prepare students to perform administrative and clinical tasks to assist the physician in many areas of the medical practice. The duties of medical assistants may vary from administrative duties to clinical care and treatment of the patient. Students will learn to take and record medical histories and vital signs, administer medication, sterilize instruments, assist with minor office procedures and handle patient emergencies. In the laboratory area, students will learn to obtain blood samples and perform routine laboratory procedures. In the administrative area, students will learn to update and file patient medical records, fill out insurance forms and arrange for hospital admissions and laboratory services. Additional administrative duties may include answering phones, greeting patients, handling correspondence, scheduling appointments and billing. Prior to completion of the course of study, students will complete a 225-hour preceptorship in a medical setting.

Upon completion of the program, the student will be awarded the A.A.S. degree and will be eligible to sit for a certification exam.

	credit hours
Area I: Written Composition	3
ENG 101 English Composition I.....	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking.....	3
*Humanities Electives.....	3
Area III: Natural Science and Mathematics	10
MTH 100 Intermediate College Algebra (or higher).....	3
BIO 103 Principles of Biology.....	4
CIS 146 Microcomputer Applications.....	3
Area IV: History, Social and Behavioral Sciences	3
PSY 200 General Psychology.....	3
Area V: Career and Technical courses	43
MAT 101 Medical Terminology.....	3
MAT 102 Medical Assisting Theory I.....	3
MAT 103 Medical Assisting Theory II.....	3
MAT 111 Clinical Procedures I for the Medical Assistant.....	3
MAT 120 Medical Administrative Procedures I.....	3
MAT 121 Medical Administrative Procedures II.....	3
MAT 125 Laboratory Procedures I for the Medical Assistant.....	3
MAT 128 Medical Law and Ethics for the Medical Assistant.....	3
MAT 200 Management of Office Emergencies.....	2
MAT 211 Clinical Procedures II for the Medical Assistant.....	3
MAT 215 Laboratory Procedures II for the Medical Assistant.....	3
MAT 216 Medical Pharmacology for the Medical Office.....	4
MAT 220 Medical Office Insurance.....	3
MAT 229 Medical Assisting Practicum.....	3
EMS 100 Cardiopulmonary Resuscitation.....	1
Additional degree requirements	6
ORI 105 Orientation and Student Success.....	3
WKO 102 Workplace Skills Development II.....	3
Elective courses	5
MAT 228 Medical Assistant Review Course.....	1
NAS 100 Long Term Care Nursing Assistant.....	4
Total	71-76