

**PROGRAM DESCRIPTION:  
ASSOCIATE OF APPLIED SCIENCE  
MEDICAL ASSISTANT**

The Medical Assistant Associate of Applied Science Degree is a competency-based program designed to provide for development of knowledge and skills required for entry-level employment in healthcare, business, industry, or government environments. It is designed for those seeking entry-level employment and those currently employed who are seeking promotion.

Hallmark College's Medical Assistant curriculum includes general education courses, applied general education courses in computer technology, and occupational training courses in the clinical, laboratory, and medical office procedures necessary to become a successful medical assistant. The student will demonstrate proper venipuncture and skin puncture technique; demonstrate compliance with universal precautions and OSHA guidelines and properly perform hematocrit and glucose monitoring with a blood glucose meter. The student will properly label and handle all biological specimens and perform 12-lead electrocardiography. However, the distinguishing feature of this curriculum is that it also incorporates the administrative medical skills necessary for skilled medical office workers. They also will be able to create, interpret, and manage records, identify medical and pharmacological terms, identify health systems to include accreditation and regulations, compute and analyze healthcare data, identify and use appropriate procedure codes, and use payment and reimbursement methods. Our programs use industry-specific equipment and software. We provide over 700 hours of medical instruction and clinical training plus computer instruction involving medical office management and electronic medical record system software. Our laboratory environment reinforces course lectures.

Career opportunity possibilities include medical assistant, administrative medical assistant, medical office manager, medical billing specialist, medical records specialist, coding specialist, intake specialist, insurance specialist, or medical secretary. Students completing this program may find employment in medical offices/clinics, insurance companies, rehabilitation centers, hospitals, social service organizations and other business office environments. This program will prepare the graduate to sit for national certification exams. The Associate of Applied Science Degree Medical Assistant program consists of 72 semester hours, 1504 contact hours, and is 52 weeks (day) and 64 weeks (evening) in length.

<u>Course #</u>	<u>Course Title</u>	<u>Lecture</u>	<u>Lab</u>	<u>Total Contact</u>	<u>Credit</u>
<b>First Semester</b>					
ENGL 1301	Composition I	48	0	48	3
MATH 1314	College Algebra	48	0	48	3
MDCA 1313	Medical Terminology	32	32	64	3
ENGL 1302	Composition II	48	0	48	3
MRKG 1301	Customer Relations	32	32	64	3
MDCA 1409	Anatomy and Physiology for Medical Assistants	64	0	64	4
ITSC 1301	Introduction to Computers	32	32	64	3
MDCA 1402	Human Disease/Pathophysiology	64	0	64	4
<b>Totals</b>		<b>368</b>	<b>96</b>	<b>464</b>	<b>26</b>
<b>Second Semester</b>					
BIOL 1322	Nutrition and Wellness	48	0	48	3
POFI 1301	Computer Applications I	32	32	64	3
HITT 1301	Health Data Content and Structure	48	0	48	3
HITT 2335	Coding and Reimbursement Methodologies	32	32	64	3
BMGT 1305	Communications in Management	32	32	64	3
MDCA 1321	Administrative Procedures	32	32	64	3
PSYC 2301	General Psychology	48	0	48	3
MDCA 1317	Procedures in a Clinical Setting	32	32	64	3
<b>Totals</b>		<b>304</b>	<b>160</b>	<b>464</b>	<b>24</b>
<b>Third Semester</b>					
MDCA 1443	Medical Insurance	64	0	64	4
MDCA 1352	Medical Assistant Laboratory Procedures	32	32	64	3
MDCA 1348	Pharmacology and Administration of Medications	32	32	64	3
HITT 2340	Advanced Medical Billing and Reimbursement	32	32	64	3

MED	2301	Intermediate Clinical and Laboratory Procedures	32	32	64	3
MDCA	1305	Medical Law and Ethics	48	0	48	3
MDCA	1254	Certified Medical Assisting Exam Review	40	8	48	2
MDCA	2164	<b>*Practicum</b> -Medical Assistant	0	<b>0</b>	160*	1
		<b>Totals</b>	<b>256</b>	<b>136</b>	<b>576</b>	<b>22</b>
		<b>Grand Totals</b>	<b>952</b>	<b>392</b>	<b>1504</b>	<b>72</b>

**\*Practicum Clock Hours**