

# MEDICAL ASSISTING, D.A.S. - MED1

The Medical Assisting program prepares a multi-skilled graduate to function in clinical and administrative areas of the physician's office and ambulatory care centers. Medical assistants work under the supervision of a physician and are competent in both administrative and clinical procedures. Medical assisting is an exciting and rapidly-expanding health care profession.

Administrative duties of the medical assistant include scheduling and receiving patients, preparing and maintaining medical records, transcribing medical dictation, handling telephone calls, performing basic clerical functions and managing medical practice finances.

Clinical duties of the medical assistant include: practicing safety and infection control, obtaining patient histories and vital signs, performing first aid and cardiopulmonary resuscitation, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests and administering medication.

The medical assistant must work well with people, have good communication skills, like a variety of work experiences, be accurate in work performance and be trustworthy with confidential information. Medical Assisting graduates may earn the CMA (Certified Medical Assistant) credential by passing the National Certifying examination. Felons are not eligible to take this examination unless a waiver is granted by the AAMA (American Association of Medical Assistants). Students enrolled in this program must be enrolled on a full-time basis.

**Admission:** Acceptance into Piedmont Technical College's MED program is competitive and is limited to 20 students to begin fall semester. See the college calendar or website for application dates.

To become eligible for entry into the Medical Assisting major studies coursework applicants must complete the following:

1. Complete the following courses (minimum "C" required):

Courses	Course Title	Credit Hours
AHS 102	Medical Terminology	3
BIO 112	Basic Anatomy and Physiology	4
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3

2. Minimum grade point average for the above courses of 2.5. A grade point average calculator can be found under the Application and Advising tab.
3. Good academic standing at the college.

Students are required to maintain a current American Heart Association "Basic Life Support" certification throughout the major studies courses.

## Requirements

Courses	Course Title	Credit Hours
<b>General Education Courses</b>		
BIO 112	Basic Anatomy and Physiology	4
ENG 101	English Composition I	3
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3
Subtotal		13
<b>Required Core Subject Areas</b>		
MED 103	Medical Assisting Introduction	3
MED 104	Medical Assisting Administrative Procedures	4
MED 107	Medical Office Management	4
MED 108	Common Diseases of the Medical Office	3
MED 114	Medical Assisting Clinical Procedures	4
MED 115	Medical Office Lab Procedures I	4
MED 117	Clinical Practice	5
MED 118	Pharmacology for the Medical Assistant	4
Subtotal		31
<b>Other Courses Required for Graduation</b>		
AHS 102	Medical Terminology	3
Subtotal		3
Total Hours		47

## Graduation Plan

### Fall Start

Course	Title	Hours
<b>First Year</b>		
<b>Fall Semester</b>		
AHS 102	Medical Terminology	3
BIO 112	Basic Anatomy and Physiology	4
ENG 101	English Composition I	3
Hours		10

<b>Spring Semester</b>		
MAT 155	Contemporary Mathematics	3
PSY 201	General Psychology	3
Hours		6

<b>Second Year</b>		
<b>Fall Semester</b>		
MED 103	Medical Assisting Introduction	3
MED 107	Medical Office Management	4
MED 118	Pharmacology for the Medical Assistant	4
Hours		11

<b>Spring Semester</b>		
MED 104	Medical Assisting Administrative Procedures	4
MED 114	Medical Assisting Clinical Procedures	4

MED 115	Medical Office Lab Procedures I	4
	Hours	12
<b>Summer Semester</b>		
MED 108	Common Diseases of the Medical Office	3
MED 117	Clinical Practice	5
	Hours	8
	Total Hours	47

## Application Process

This is a limited enrollment program that has special admissions requirements. These requirements must be completed before you can be accepted.

If you are a new student, there are three key steps to complete before entering the program:

- Step 1: Apply to the college and complete the enrollment process (<https://www.ptc.edu/admissions/new-students/>)
- Step 2: Take the necessary courses to become Program-Ready
- Step 3: Apply to the program

## Are you Program-Ready?

Before applying for program entry, be sure you meet the requirements for acceptance. Start by connecting with an advisor and review program requirements.

We've also provided the resources below to assist you with the program acceptance process.

### Fact Sheet

Fact Sheets are designed for students and advisors to review program-specific requirements and program application procedures. Please make an appointment with your advisor to discuss your academic goals and progress, and to develop your individualized degree plan.

Review the Fact Sheet ([https://www.ptc.edu/sites/default/files/documents/new\\_healthcare\\_documents/med-factsheet.pdf](https://www.ptc.edu/sites/default/files/documents/new_healthcare_documents/med-factsheet.pdf))

### GPA Calculator

There are minimum GPA requirements for program-ready coursework. The Program-Ready GPA Calculator can be used to calculate your GPA.

Use GPA Calculator ([https://websrv.ptc.edu/program\\_ready\\_gpa\\_calc/](https://websrv.ptc.edu/program_ready_gpa_calc/))

### Application Worksheet

The application worksheet is used to calculate points toward competitive program entry.

Review the Worksheet ([https://www.ptc.edu/sites/default/files/documents/new\\_healthcare\\_documents/med-app-worksheet.pdf](https://www.ptc.edu/sites/default/files/documents/new_healthcare_documents/med-app-worksheet.pdf))

### Health Care Program Acceptance Data

These are NOT the scores required to be accepted. These are scores from past applicants that were accepted. Since the applicant pool changes

each time, there is no way to predict how high the application points need to be for acceptance into the program.

Acceptance Data ([https://www.ptc.edu/sites/default/files/documents/new\\_healthcare\\_documents/hc-acceptance-data.pdf](https://www.ptc.edu/sites/default/files/documents/new_healthcare_documents/hc-acceptance-data.pdf))

### Guided Pathways

Guided Pathways are designed to assist students in scheduling the order of courses to become program-ready or to complete the Health Care Certificate for their desired program.

- College Prep Pathway ([https://www.ptc.edu/sites/default/files/documents/new\\_healthcare\\_documents/med-pathway-college-prep.pdf](https://www.ptc.edu/sites/default/files/documents/new_healthcare_documents/med-pathway-college-prep.pdf))
- College Ready Pathway ([https://www.ptc.edu/sites/default/files/documents/new\\_healthcare\\_documents/med-pathway-college-ready.pdf](https://www.ptc.edu/sites/default/files/documents/new_healthcare_documents/med-pathway-college-ready.pdf))
- Transitional Pathway ([https://www.ptc.edu/sites/default/files/documents/new\\_healthcare\\_documents/med-pathway-transitional.pdf](https://www.ptc.edu/sites/default/files/documents/new_healthcare_documents/med-pathway-transitional.pdf))

### Health Care FAQ

We strongly recommend that students review the Health Care Division FAQ to be fully aware of our program entry requirements.

Learn More (<https://www.ptc.edu/academics/schools-programs/health-care/program-ready-resources/health-care-faq/>)

### Apply to the Program

Once you've taken the necessary steps to become program ready, it's time to apply to the program.

Applications are accepted for the fall entry into college health care programs on the following schedule:

- Application Dates - May 1-16
- Notification of Program Acceptance Emails Sent - Mid June\*

Program applications must be submitted during the scheduled dates for this program to be considered.

**Note:** If you haven't already done so, you must apply to the college (<https://www.ptc.edu/admissions/new-students/>) before completing the program application.

Complete The Program Application (<https://ptcgwd.wufoo.com/forms/pehb2o70w1s8l3/>)

\* Students accepted into any Health Care program will be required to attend a program orientation. Accepted students will NOT be excused from attending this mandatory orientation.

## Current Student Program Resources

### Medical Assisting Handbook

Read the Handbook ([https://www.ptc.edu/sites/default/files/documents/new\\_healthcare\\_documents/med-handbook.pdf](https://www.ptc.edu/sites/default/files/documents/new_healthcare_documents/med-handbook.pdf))

## Health Care Division Handbook

This handbook is designed to be utilized in conjunction with the PTC Academic Catalog, PTC Student Calendar and Handbook and PTC Health Care webpages. Please refer to them for additional information.

Read the Handbook ([https://www.ptc.edu/sites/default/files/documents/new\\_healthcare\\_documents/hc-handbook.pdf](https://www.ptc.edu/sites/default/files/documents/new_healthcare_documents/hc-handbook.pdf))

## Health Care FAQ

We strongly recommend that students review the Health Care Division FAQ to be fully aware of our program entry requirements.

Learn More (<https://www.ptc.edu/academics/schools-programs/health-care/program-ready-resources/health-care-faq/>)

## Health Care Readmission

Health Care readmission students who fail or withdraw from a Health Care curriculum class must complete and submit a readmission application in order to be considered for readmission.

Complete the Form (<https://www.ptc.edu/health-care-readmission/>)

## Accreditation Information

The Medical Assisting Diploma program at Piedmont Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org) (<http://www.caahep.org/>)) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
9355 - 113th St. N #7709  
Seminole, FL 33775

(727) 210-2350

[www.caahep.org](http://www.caahep.org) (<https://www.caahep.org/>)

CAAHEP requires all Medical Assisting Programs to share with the public one or more measurable program outcomes. In compliance with this requirement, Piedmont Technical College presents the following outcomes for the Medical Assisting Diploma Program:

- 85% Retention for the 2018 admission cohort
- 82.35% Positive Placement for the 2019 graduates
- 100% Employer Satisfaction for the past 5 years
- 100% Graduate Satisfaction for the past 5 years

## Program Student Learning Outcomes

### Purpose Statement

The purpose of the CAAHEP accredited Medical Assisting Program at Piedmont technical College is to prepare competent certified medical assistants to perform in entry level positions in ambulatory health care settings. These medical assistants will assume responsibility for life-long learning and professional growth as well as become a contributing member of the community.

## Program Student Learning Outcomes

Learners who complete the Medical Assisting degree will be able to:

1. Perform all medical assisting skills at entry level competency.
2. Demonstrate and utilize the principles of medical asepsis and standard precautions, as well as other safety precautions.
3. Recognize emergency situations and respond appropriately to emergency care techniques in various life-threatening situations.
4. Obtain and effectively chart all pertinent patient data.
5. Apply knowledge and skills of various clinical procedures such as vitals, laboratory testing, and other diagnostic and medical procedures.
6. Utilize and interpret medical terminology.
7. Demonstrate basic pharmacology, dosage calculations, and route for administration of medications.
8. Provide education to patients, families, and other care givers on various health care including preventative and treatment regimes.
9. Demonstrate an understanding of appropriate and effective application of legal and ethical standards of practice.
10. Demonstrate a working knowledge of the human body including structure, function and basic pathologies.
11. Accurately maintain healthcare records, upholding all laws, regulations and applications of legal concepts to the health care practice and the medical assisting scope of practice.
12. Apply current medical insurance guidelines in billing and ICD-10 and CPT coding.
13. Communicate effectively with patients and other health care providers.
14. Competently function within the interdisciplinary health care team.

## Program Goals

The educational goals of the Medical Assisting Program at Piedmont Technical College are founded upon the learning domains established by Commission on Accreditation of Allied Health Education Programs and those adopted by the American Association of Medical Assistants.

The Core Curriculum for Medical Assistants (2015) as established by the Medical Assisting Review Board (MAERB) is utilized to prepare graduates for a career in an ambulatory health care setting that requires a multi-skilled health professional, performing both clinical and administrative duties.

The educational goals also include the Medical Assisting Program educating students enabling them to graduate as professional practitioners proficient in all entry level competencies as set forth in the MAERB curricula. The curriculum is designed to instruct and assess students in achievement of cognitive, psychomotor and affective domain learning objectives as established by the MAERB in order to meet the educational goals.

The educational goals also include the Medical Assisting Program assessing the needs of the local community through the local advisory board and other various avenues and providing an educational program for Medical Assistants to meet their needs and respond to changes giving graduates the best possible opportunity for local employment.

The educational goals also include the Medical Assisting Program preparing graduates for the Certified Medical Assistant examination through quality curriculum, instruction, practice and assessment.

Program goals are consistent with the philosophy and mission of the College. Appropriateness of the goals and learning domains is assessed regularly by the Program Director/ Practicum Coordinator, Faculty as well as through consultation with the Medical Assisting Advisory Board.

Specifically, the minimum expectation is to “prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.”

1. Psychomotor skills are to be demonstrated and assessed through instructor demonstration, open lab time, practice and “check-offs. Each psychomotor skill must be performed competently at entry level. Graduates must be able to perform all skills at entry level.
2. Affective skills are to be demonstrated and assessed through presentations, written, verbal or non-verbal means at entry level. Graduates must demonstrate all affective skills at entry level.
3. Cognitive knowledge is demonstrated and assessed by quizzes, assignments, projects, games, internet research, papers and written exams utilizing the grading scale established by the Medical Assisting program. Cognitive knowledge must be applied to practice and is assessed by written means within the program and by taking the CMA examination upon completion of the program.