



Medical Assisting

Program Information

The Medical Assisting Program at H. Councilll Trenholm State Community College is accredited by the Committee on Accreditation of Allied Health Education Programs (CAAHEP). The Medical Assisting Education Review Board (MAERB) is a Committee on Accreditation (CoA) of CAAHEP that makes accreditation recommendations for the status of accreditation of medical assisting programs.

The curriculum is designed to provide students with theoretical instruction as well as practical application. Various methodologies are utilized in order to meet the needs of students with diverse learning styles. Some of the clinical skills covered include taking medical histories, taking and recording vital signs, assisting with examinations and treatments, providing patient teaching and performing specialized tests such as electrocardiograms (EKGs) and diagnostic laboratory testing. Administrative skills include scheduling appointments, performing manual and computerized billing, and filing insurance claims.

All graduates of the Medical Assisting Program are academically eligible to take the American Association of Medical Assistants National Certification Examination and the American Medical Technologist Examination. Upon successful completion of this examination, the graduate will earn the title of Certified Medical Assistant or Registered Medical Assistant. The American Association of Medical Assistants stipulates that individuals found guilty of a felony or individuals who have pleaded guilty to a felony are ineligible to sit for the National Certification Exam. The certifying board may grant a waiver based upon mitigating circumstances. Applicants who have been convicted of a felony or who have pleaded guilty to a felony may be accepted to the Medical Assisting Program. However, admission to the Program does not guarantee in any way that the applicant will be eligible to sit for the American Association of Medical Assistants National Certification Examination or the American Medical Technologist Examination.

Program Mission: Medical Assistant Program Mission is to prepare competent medical assistants with the knowledge, skills, and professionalism to perform effectively as members of the health care team.

Program Competencies: Upon successful completion of this program, the student should be able to:

1. Acquire necessary skills to assist a physician by performing functions related to both business administration and clinical duties of a medical office.
2. Acquire knowledge and familiarity with insurance, accounts, reports, medical records, and medical transcription.
3. Develop skills and knowledge in the proper procedures of patient preparation for examination.
4. Assess vital signs and to assist the physician with patient examinations and treatment.
5. Perform routine office laboratory procedures such as phlebotomy, urinalysis, and diagnostic cultures.
6. Develop a thorough knowledge of medical office emergency situations, including CPR and the proper procedures for its application.
7. Develop skills in the use of the electrocardiography machine.
8. Describe the legal and ethical issues governing the practice of medicine related to the medical office setting.
9. Demonstrate a safe level of knowledge using pharmaceutical principles of medication preparation and administration.
10. File alphabetically, geographically, and numerically sign color coded methodologies as dictated within the office setting.

Occupational Choices

According to the U.S. Department of Labor, employment of medical assistants is expected to grow 19 percent from 2019 to 2029, much

Estimated Program Length & Cost *

Award	Length	Credit Hours	Tuition/Fees	Books	Tools	Supplies
Associate Degree	6 Terms	74	\$11,914	\$1,330	0	\$700
Short Term Certificate	2 Terms	25	\$ 4,025	\$1,330	0	\$700

* Tax not included. Prices are subject to change without prior notice; cost of books may vary considerably among suppliers. Cost of general education books is in addition to the total listed above. The length of the program is based on full-time status of 12-15 credit hours per term. Enrollment in transitional level general education courses will alter the length of the program.

faster than the average for all occupations. As the healthcare industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for all healthcare workers. The increasing prevalence of certain conditions, such as obesity and diabetes, also will increase demand for healthcare services and medical assistants. Increasing use of medical assistants to allow doctors to care for more patients will further stimulate job growth. Job placement opportunities are numerous in the Montgomery area. Most employers prefer to hire individuals who have completed a formal program in Medical Assisting. Physicians' offices, laboratories, hospitals and ambulatory care centers are just a few of the current job opportunities.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2019-2029 Edition, Survey 2019

Average Full-Time Wage

The median annual wage for medical assistants was \$34,800 in May 2019. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$25,820, and the highest 10 percent earned more than \$48,720.

Source: Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2019-2029 Edition, Survey 2019

Additional Requirements

Students are admitted to the Medical Assisting Program each semester. Individuals who are interested in enrolling in the program must:

1. Meet all the general admission requirements of Trenholm State.
2. Schedule an appointment prior to the beginning of the anticipated date of enrollment, with the program coordinator or designee, to validate a keying speed of 30 words per minute. Individuals not meeting this requirement must enroll in MAT 100 - Introduction to Document Production. Appointments will not be scheduled once the semester begins.
3. Students must submit health information and have a complete physical examination by a licensed physician, physician assistant, or nurse practitioner prior to participation in learning experiences in any clinical facility. (Required before starting MAT-230 - Medical Assisting Preceptorship)
4. Students must provide documentation of required drug-screen & immunizations (Hepatitis B, Tetanus, MMR, and TB) prior to preceptorship. Documentation of a negative drug-screen & TB skin test should be submitted within three months prior to the anticipated semester of enrollment and no later than 30 days after enrollment in the preceptor course. Students who have a positive drug-screen, retesting should be complete 30 days following positive examination. Students who have a positive TB skin test result must submit documentation of a negative chest x-ray within 30 days following positive examination.

Students must have the TB skin test repeated yearly until completion of the program. (Required before starting MAT-230 - Medical Assisting Preceptorship)

5. Students must have current CPR certification to participate in learning experiences in any clinical facility. The certification must remain valid throughout the learning experience. (Required before starting MAT-230 - Medical Assisting Preceptorship)
6. Student must have liability insurance prior to participating in learning experiences in any clinical facility. The insurance is available through the college. The cost of the liability insurance is the student's responsibility.
7. Students are required to adhere to the program's dress code when participating in laboratory and clinical activities on campus as well as off campus.

Awards Available

Associate of Applied Science
Medical Assisting

Short Term Certificate
Medical Assisting

Program Contact

Dr. Chandrika McQueen
Program Coordinator/Instructor
334-420-4422

Location: Trenholm Campus - Bldg. J

As part of ongoing planning and evaluation, the College regularly evaluates student learning outcomes for each program.

Associate of Applied Science Medical Assisting

Program Prerequisite: MAT-100

(Must be able to key 30 words per minute or take MAT-100-Introduction to Medical Document Production)

General Education Requirements (18 hours)

Area I - Written Composition (6 hours)

ENG-101	English Composition I	3
ENG-102	English Composition II	3
ENG-130	Technical Report Writing	3

Area II - Humanities & Fine Arts (3 hours)

(Humanities and Arts disciplines include but are not limited to: Area/Ethnic Studies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Theater and Dance.)

Note: If SPH-106, SPH-107, SPA-101 or SPA-102 has been taken an additional 3 semester hours in Humanities and Fine Arts must be taken to satisfy requirements in Area II.

Arts:

ART-100	Art Appreciation	3
MUS-101	Music Appreciation	3

Humanities:

PHL-106	Intro to Philosophy	3
PHL-206	Ethics & Society	3
REL-100	History of World Religions	3
REL-151	Survey of Old Testament	3
REL-152	Survey of New Testament	3
SPA-101	Intro Spanish I	3
SPA-102	Intro Spanish II	3
SPH-106	Fundamentals of Oral Comm	3
SPH-107	Fundamentals of Public Speaking	3

Literature:

ENG-251	American Literature I	3
ENG-252	American Literature II	3
ENG-261	English Literature I	3
ENG-262	English Literature II	3
ENG-271	World Literature I	3
ENG-272	World Literature II	3

Area III - Natural Science & Mathematics (6-7 hours)

(In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.)

Note: 3 semester hours in MTH must be completed. Additional hours can be taken in the Natural Science area.

Mathematics:

MTH-100	Intermediate Algebra	3
MTH-104	Plane Trigonometry	3
MTH-110	Finite Mathematics	3
MTH-112	Precalculus Algebra	3
MTH-116	Mathematical Applications	3

Natural Sciences:

BIO-101	Introduction to Biology I	4
BIO-102	Introduction to Biology II	4
BIO-103	Principles of Biology I	4
BIO-104	Principles of Biology II	4
BIO-201	Human Anatomy & Physiology I	4
BIO-202	Human Anatomy & Physiology II	4

PHS-111	Physical Science I	4
PHS-112	Physical Science II	4
PHY-120	Introduction to Physics	4

Area IV - History, Social & Behavioral Sciences (3 hours):
(Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.)

Note: Must complete 3 semester hours.

History:

HIS-101	Western Civilization I	3
HIS-102	Western Civilization II	3
HIS-121	World History I	3
HIS-122	World History II	3
HIS-201	United States History I	3
HIS-202	United States History II	3

Social and Behavioral Sciences:

PSY-200	General Psychology	3
PSY-210	Human Growth and Development	3
SOC-200	Introduction to Sociology	3
POL-200	Introduction to Political Science	3
POL-211	American National Government	3

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

ORI-101	Orientation to College	1
CIS-146	Microcomputer Applications	3
	OR CIS-149 Intro to Computers	

MAT-100	Intro to Medical Document Production	3
MAT-101	Medical Terminology or BIO-120	3
MAT-102	Medical Assisting Theory I	3
MAT-103	Medical Assisting Theory II	3
MAT-111	Clinical Proc I for the Medical Asst	3
MAT-120	Medical Administrative Procedures I	3
MAT-121	Medical Administrative Procedures II	3
MAT-122	Basic Concepts - Intrprsnl Relatnshps	3
MAT-125	Lab Procedures I for the Medical Asst	3
MAT-128	Medical Law/Ethics - Medical Asst	3
MAT-200	Management of Office Emergencies	2
MAT-211	Clinical Proc II for the Medical Asst	3
MAT-215	Lab Procedures II - Medical Asst	3
MAT-216	Med Pharmacology - Medical Office	4
MAT-220	Medical Office Insurance	3
MAT-228	Medical Assisting Review Course	1
MAT-230	Medical Assisting Preceptorship	2
	Electives	3

Electives: (Please select three credit hours)

BIO-103	Principles of Biology I	4
BIO-112	Human Reproduction & Inheritance	3
BIO-211	Human Anatomy & Physical Health	4
CIS-149	Introduction to Computers	3
	OR CIS-146 Microcomputer Applications	
CIS-203	Intro to Information Highway	3
MAT-222	Medical Transcription I	2
MAT-227	Special Topics	1
MAT-239	Phlebotomy Preceptorship	3

Area V Credit Hours: 55

Total Credit Hours: 74

Short Term Certificate Medical Assisting Technology

Program Prerequisite: MAT-100

(Must be able to key 30 words per minute or take MAT-100 - Introduction to Medical Document Production)

Area V: Pre-Professional/College Requirements:

(Courses appropriate to the degree requirements and major of the individual student and electives.)

College Requirements:

ORI-101	Orientation to College	1
MAT-100	Intro to Medical Document Production	3
MAT-101	Medical Terminology or BIO-120	3
MAT-102	Medical Assisting Theory I	3
MAT-122	Basic Concepts - Intrprsnl Relatnshps	3
MAT-125	Lab Procedures I for the Medical Asst	3
MAT-128	Medical Law/Ethics - Medical Asst	3
MAT-215	Lab Procedures II - Medical Asst	3
MAT-239	Phlebotomy Preceptorship	3

Total Credit Hours: 25

Course Descriptions Medical Assisting

Course #	Course Title	Credit Hours
MAT-100	INTRO TO MEDICAL DOCUMENT PRODUCTION	3
	PREREQUISITE: None This course covers basic keyboarding skills using medical terminology and format. Emphasis is placed on correct techniques and development of speed and accuracy. Upon completion, the student should be able to key medical material at an acceptable speed and accuracy level. This course is offered at least one term every year. This is a CORE course.	
MAT-101	MEDICAL TERMINOLOGY	3
	PREREQUISITE: None This course is designed for medical assistants, student nurses, and others in medically related fields. The course will focus on the more common prefixes, roots, and suffixes used to construct medical terms with these word parts to determine the meanings of new or unfamiliar terms. The students will learn a system of word building which will enable them to interpret medical terms. This course is offered at least one term every year. This is a CORE course.	
MAT-102	MEDICAL ASSISTING THEORY I	3
	PREREQUISITE: None A description of anatomical descriptors and the cell introduces the student to and serves as an overview of the body's systems. The structure and function of the nervous, sensory, integumentary, muscular, skeletal, respiratory, and cardiovascular systems are taught with the diseases related to these systems presented. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This course is offered at least one term every year. This is a CORE course.	
MAT-103	MEDICAL ASSISTING THEORY II	3
	PREREQUISITE: None The structure and function of the digestive, urinary, reproduction, endocrine, and immune systems are presented. Disease processes that are related to these systems will be included. Basic concepts of reproduction, growth and development, and nutrition are taught. Upon completion, students should be able to demonstrate a basic working knowledge of these body systems. This course is offered at least one term every year. This is a CORE course.	
MAT-111	CLINICAL PROC I FOR THE MEDICAL ASSISTANT	3
	PREREQUISITE: MAT-101 or BIO-120, MAT-102 This course includes instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with examination, and patient education. Upon completion, students will be able to demonstrate competence in exam room procedures. This course is offered at least one term every year. This is a CORE course.	
MAT-120	MEDICAL ADMINISTRATIVE PROCEDURES I	3
	PREREQUISITE: College level computer course key 30 wpm or completion of MAT-100 and MAT-101 or BIO-120 This course introduces medical office administrative procedures. Topics include appointment scheduling, telephone techniques, managing the physician's schedule, handling mail, preparing and maintaining medical records, and patient orientation. Upon completion, students should be able to perform basic medical administrative skills. This is a CORE course.	
MAT-121	MEDICAL ADMINISTRATIVE PROCEDURES II	3
	PREREQUISITE: MAT-120 This course introduces medical office administrative procedures not covered in Medical Administrative Procedures I. Topics include fees, credit, and collections, banking, bookkeeping Payroll, and computerized finance applications. Upon completion students should be able to manage financial aspects of medical offices. This is a CORE course.	
MAT-122	BASIC CONCEPTS OF INTERPERSONAL RELATIONSHIPS	3
	PREREQUISITE: None This course is designed to assist students in health occupations to learn basic principles of human behavior. Activities for developing effective interpersonal relations are included. Exploration of self-concept and the negative effect of poor self concept as they relate to one's health are presented. Upon completion, students should be able to apply these concepts to the work setting. This course is offered at least one term every year.	

Course #	Course Title	Credit Hours
MAT-125	LAB PROCEDURES I FOR THE MEDICAL ASSISTANT PREREQUISITE: MAT-101 or BIO-120, MAT-102 This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective diagnostic tests, such as a CBC, screening and follow-up of test results and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics. This course is offered at least one term every year. This is a CORE course.	3
MAT-128	MED LAW & ETHICS FOR THE MEDICAL ASSISTANT PREREQUISITE: None This course provides basic information related to the legal relationship of patient and physician. Topics to be covered include creation and termination of contracts, implied and informed consent, professional liability, invasion of privacy, malpractice, tort, liability, breach of contract, and the Medical Practice Act. Upon completion, students should be able to recognize ethical and legal implications of these topics as they relate to the medical assistant. This course is offered at least one term every year. This is a CORE course.	3
MAT-200	MANAGEMENT OF OFFICE EMERGENCIES PREREQUISITE: MAT-102, MAT-103 This course is designed to instruct students in handling emergencies in the medical office. Emergencies presented will include cardiovascular emergencies, diabetic emergencies, seizures, syncope, hyperthermia and hypothermia, shock, musculo-skeletal emergencies, and poisoning. Upon completion, students should be able to recognize emergency situations and take appropriate actions. This course is offered at least one term every year. This is a CORE course.	2
MAT-211	CLINICAL PROC II FOR THE MEDICAL ASSISTANT PREREQUISITE: MAT-101 or BIO-120, MAT-102, MAT-111 This course includes instruction in vital signs and special examination procedures. Emphasis is placed on interviewing skills, appropriate triage and preparing patients for diagnostic procedures. Upon completion, students should be able to assist with special procedures. This course is offered at least one term every year. This is a CORE course.	3
MAT-215	LAB PROCEDURES II FOR THE MEDICAL ASSISTANT PREREQUISITE: MAT-125 This course instructs the student in the fundamental theory and lab application for the medical office. Microbiology, urinalysis, serology, blood chemistry, and venipuncture theory as well as venipuncture collection procedures are discussed and performed. Upon completion, students should be able to perform basic lab tests/skills on course topics. This course is offered at least one term every year. This is a CORE course.	3
MAT-216	PHARMACOLOGY FOR THE MED OFFICE PREREQUISITE: MAT-101 or BIO-120, MAT-102, MAT-103, MTH-116 This course teaches the commonly administered drugs used in the medical field including their classifications, actions, indications, contraindications, and side effects on the body. Correct demonstration of drug calculation, preparation, administration, and documentation are also taught. Upon completion, students should be able to demonstrate safe drug administration and recognize common medical classifications and their patient implications. This course is offered at least one term every year. This is a CORE course.	4
MAT-220	MEDICAL OFFICE INSURANCE PREREQUISITE: MAT-101 or BIO-120, MAT-120, MAT-121 and college level computer course In this course emphasis is placed on insurance procedures with advanced diagnostic and procedural coding in the outpatient facility. Study will include correct completion of insurance forms and coding. Upon completion, students should be able to demonstrate proficiency in coding for reimbursements.	3
MAT-222	MEDICAL TRANSCRIPTION I (Elective) PREREQUISITE: As required by program. This course introduces dictating equipment and typical medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to transcribe physician's dictation.	2
MAT-227	SPECIAL TOPICS IN MEDICAL ASSISTING (Elective) PREREQUISITE: None This course includes specialized study on current topics and issues in the field of medical assisting. Emphasis is placed on personal and occupational responsibilities and developing problem-solving skills encountered in the medical office. Upon completion, students should be able to apply problem-solving skills to medical office situations. This course is offered as needed.	1

Course #	Course Title	Credit Hours
MAT-228	MEDICAL ASSISTANT REVIEW COURSE	1
PREREQUISITE: MAT-101, MAT-102, MAT-103, MAT-111, MAT-211		
This course includes a general review of administrative and clinical functions performed in a medical office. The course will assist the student or graduate in preparing for national credentialing examination.		
MAT-230	MEDICAL ASSISTING PRECEPTORSHIP	2
PREREQUISITE: MAT-111, MAT-125, MAT-200, MAT-211, MAT-215, MAT-216, MAT-222, plus 30 additional credit hours in MAT program and/or as required by program		
This course is a medical assisting capstone course. The student is expected to apply administrative, clinical, and laboratory knowledge while under the supervision of a designated preceptor. The student performs administrative, clinical, and laboratory skills while displaying positive affective behaviors expected of a medical assistant in the medical setting. The total number of contact hours must be a minimum of 160 hours in length. The content of the course is aligned with standards and guidelines from the Medical Assisting Education Review Board (MAERB) in collaboration with CAAHEP.		
MAT-239	PHLEBOTOMY PRECEPTORSHIP	3
PREREQUISITE: MAT 101 or BIO-120, MAT 102, MAT 125, MAT 215, MAT-122, acceptable computer course and/or as required by program.		
This course is designed to provide the opportunity to apply phlebotomy techniques in the physician's clinic and hospital setting. Emphasis is placed on training individuals to properly collect and handle blood specimens for laboratory testing and to interact with health care personnel, patients, and general public. Upon completion, students should be prepared for entry-level phlebotomy and to sit for the Phlebotomy Technician Examination (ASCP). This course is offered as needed.		