NEW PROGRAM APPLICATION

Meridian Community College

PROGRAM TITLE
Medical Assisting Technology

CONTACT PERSON
Richie McAlister, Ph.D.
601-484-8779
Rmealist@meridiancc.edu

DATE OF APPLICATION
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Official Use
Mississippi Community College Board

Approved □ Date / / / 
Disapproved □ Date / / / 
Other □ Date / / /

Action by the State Board for Community and Junior Colleges
Attachment I: Curriculum

Medical Assisting Technology

Listed below is the program curriculum depicting course numbers, title and credit hours. In addition, the course descriptions are included as well in the "Curriculum Frameworks."

The rationale for the exclusion of a 30 SCH Career Certificate is:

According to the American Association of Medical Assistants (AAMA) website:

"The curricula of accredited programs must ensure achievement of the Entry-Level Competencies for the Medical Assistant. The curriculum must include anatomy and physiology, medical terminology, medical law and ethics, psychology, communications (oral and written), medical assisting administrative procedures, and medical assisting clinical procedures. Programs must include an externship that provides practical experience in qualified physicians' offices, accredited hospitals, or other health care facilities."

Technical Certificate

Program Prerequisite:
BIO 1514 — Anatomy and Physiology I 4 SCH

(First Year Clinical Emphasis)

First Year First Semester (Fall)
MET 1113 — Medical Terminology 3 SCH
MET 1313 — Clinical Procedures I 3 SCH
MET 1513 — Pharmacology for Medical Assistants 3 SCH
MET 1214 — Medical Business Practices 4 SCH
MET 1413 — Medical Law and Ethics 3 SCH
Total: 16 SCH

First Year Second Semester (Spring)
MET 1323 — Clinical Procedures II 3 SCH
MET 2224 — Computer Concepts for Medical Assistants 4 SCH
MET 2334 — Medical Laboratory for Medical Assistants 4 SCH
MET 2234 — Medical Insurance 4 SCH
Total: 15 SCH

First Year Third Semester (Summer)
PSY 1513 — General Psychology I 3 SCH
MET 2713 — Clinical Review 3 SCH
MET 2716 — Practicum 6 SCH
Total: 12 SCH

Exit Point for Technical Certificate Award
(includes 4 SCH Pre-requisite Course) 47 SCH
Associate of Applied Science Degree Option

To receive the Associate of Applied Science Degree in Medical Assisting Technology, a student must complete all of the required Technical Certificate courses AND a minimum of 15 semester hours of General Education Core Courses. The courses in the General Education Core may be spaced out over the entire length of the program so that students complete some academic and Career Technical courses each semester. Each community college specifies the actual courses that are required to meet the General Education Core Requirements for the Associate of Applied Science Degree at their college. The following 2012 SACS standard applies.

Section 2.7.3 For degree completion in associate programs, the component constitutes a minimum of 15 semester hours or the equivalent. These credit hours are to be drawn from and include at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural science/mathematics.

A student must complete the following minimum credit requirements for the AAS Degree Option:

<table>
<thead>
<tr>
<th>Technical Certificate (includes 4 credit Pre-requisite Course)</th>
<th>47 credits minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Core Courses</td>
<td>15 credits minimum</td>
</tr>
<tr>
<td>Total Semester Credit Hours for the Associate of Applied Science Degree</td>
<td>62 credits minimum hours earned as a compilation of Technical and Academic credit hours.</td>
</tr>
</tbody>
</table>

Individual courses within the curriculum may be customized by doing the following:

- Adding new competencies and suggested objectives to complement the existing competencies and suggested objectives in the program framework.
- Revising or extending the suggested objectives for individual competencies
- Adjusting the semester credit hours of a course to be up 1 hour or down 1 hour (after informing the Mississippi Community College Board [MCCB] of the change)

In addition, the curriculum as a whole may be customized by doing the following:

- Sequencing courses within the suggested course sequence to reflecting the new assessment format
- Developing and adding a new course that meets specific needs of industries and other clients in the community or junior college district (with MCCB approval)
- Adding courses listed in the “Approved Career and Technical Electives List” as local certificate and degree completion requirements to meet specific needs of industries and other clients in the community. The “Approved Career and Technical Electives” are currently approved in the Uniform Course Numbering Book; therefore, MCCB approval is not required.
Course Descriptions:

Course Name: Medical Terminology

Course Abbreviation: MET 1113

Classification: Vocational—Technical Core

Description: This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation and the use of computer assisted software. (3 sch: 2-hr lecture, 2-hr lab)

Prerequisite: None

Course Name: Medical Business Practices

Course Abbreviation: MET 1214

Classification: Vocational—Technical Core

Description: This course presents the administrative medical assistant procedures with office management written and oral communications. Emphasis is placed on clerical functions, billing, collecting, bookkeeping, and creating and maintaining medical records. The goal is to provide the student with practice situations through demonstration and simulated office settings utilizing electronic health-care record software. (4 sch: 3-hr lecture, 2-hr lab)

Prerequisite: Fundamentals of Microcomputer Applications (CPT 1113) or Survey of Microcomputer Applications (CPT 1324) or Computer Applications I (CSC 1123) and Medical Terminology (MET 1113)

Course Name: Clinical Procedures I

Course Abbreviation: MET 1313

Classification: Vocational—Technical Core

Description: The purpose of this course is to introduce the student to basic clinical skills, Occupational Safety and Health Administration (OSHA) standards, infection control, vital
signs, patient preparation, and assisting with examinations, emphasizing the importance of being proficient in all of these areas. This course also provides students with opportunities to practice and demonstrate proficiency in simulated settings and check-offs. (3 sch: 2-hr lecture, 2-hr lab)

**Pre/corequisites:** Medical Terminology (MET 1113), Pharmacology for Medical Assistants (MET 1513), and CPR-Health Care Provider certification

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**Course Name:** Clinical Procedures II

**Course Abbreviation:** MET 1323

**Classification:** Vocational–Technical Core

**Description:** This course is a continuation of Clinical Procedures I and will further the student's knowledge of the more complex activities encountered in the physician's office. The clinical duties include maintaining surgical asepsis, instructing patients in preparation for radiologic and sonographic studies, performing ECGs, preparing and administering medications as directed by the physician, and providing mobility assistance. (3 sch: 2-hr lecture, 2-hr lab)

**Prerequisite:** Clinical Procedures I (MET 1313), Medical Terminology (MET 1113), and Pharmacology for Medical Assistants (MET 1513)

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**Course Name:** Medical Law and Ethics

**Course Abbreviation:** MET 1413

**Classification:** Vocational–Technical Core

**Description:** This course covers medical law, ethics, and bioethics; the legal relationship of the physician and patient; the legal responsibilities of the healthcare team including the patient; and the importance of professional liability. (3 sch: 3-hr lecture)

**Prerequisite:** None

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**Course Name:** Pharmacology for Medical Assistants

**Course Abbreviation:** MET 1513

**Classification:** Vocational–Technical Core
Description: The course reflects basic theory and clinical information related to drugs including classifications, source, dosages and measurements, regulatory requirements, and basic principles of drug administration. At all times, safety is emphasized for the health professional administering the medication and the patients receiving the medication. Accuracy is stressed.
(3 sch: 3-hr lecture)

Prerequisite: None

Course Name: Computer Concepts for Medical Assistants

Course Abbreviation: MET 2224

Classification: District Option Elective

Description: This course will introduce students to the capabilities of a medical practice management software program typical of those currently used in doctors’ offices. After completion of this course, students will have knowledge about working with patient accounts, insurance claim forms, and handling reports dealing with management of the medical practice. (4 sch: 2-hr lecture, 4-hr lab)

Prerequisite: Fundamentals of Microcomputer Applications (CPT 1113) or Survey of Microcomputer Applications (CPT 1324) or Computer Applications I (CSC 1123) and Medical Terminology (MET 1113) or equal

Course Name: Medical Insurance

Course Abbreviation: MET 2234

Classification: Vocational–Technical Core

Description: The purpose of this course is to acquaint the student with different types of insurance plans including commercial plans, government plans, disability, worker’s compensation, and managed care plans. Practical approach to insurance billing, basic medical and insurance abbreviations, terminology, and ICD-9-CM and CPT coding will be presented. (4 sch: 3-hr lecture, 2-hr lab)

Prerequisite: Fundamentals of Microcomputer Applications (CPT 1113) or Survey of Microcomputer Applications (CPT 1324) or Computer Applications I (CSC 1123) and Medical Terminology (MET 1113)

Course Name: Medical Laboratory for Medical Assistants
Course Abbreviation: MET 2334

Classification: Vocational–Technical Core

Description: This course covers techniques of the clinical laboratory including competent use of the microscope and understanding the theory and knowledge of the common laboratory tests performed in the physician's office. Students will develop proficiency in laboratory and quality assurance procedures including collection, preparation and processing of specimens, urinalysis, hematology, and accurate reporting of test results. (4 sch: 3-hr lecture, 2-hr lab)

Prerequisite: Anatomy and Physiology I (BIO 1514) and II (BIO 1524), Clinical Procedures I (MET 1313) and II (MET 1323), and Medical Terminology (MET 1113)

Course Name: Clinical Review

Course Abbreviation: MET 2613

Classification: Vocational–Technical Core

Description: This summary course is designed to review the skills, knowledge, and abilities acquired during the didacticum. This course will serve to assist the student in preparing for the certification exam, with a review of critical clinical skills and professional development issues. (3 sch: 3-hr lecture)

Pre/corequisites: Anatomy and Physiology I (BIO 1514) and II (BIO 1524), all core courses, and concurrent registration in Practicum (MET 2716)

Course Name: Practicum

Course Abbreviation: MET 2716

Classification: Vocational–Technical Core

Description: This course includes supervised experience in medical offices to provide the student with a comprehensive application of administrative and clinical skills. This course is designed to give the student an opportunity to discuss, evaluate, and share learning experiences and to strengthen learning situations brought up in the practicum setting. (6 sch: 1-hr lecture, 15-hr clinical)

Pre/corequisites: Successful completion of all freshman and first semester sophomore courses is required. Concurrent registration in Clinical Review (MET 2613)
Medical Assisting Technology
General Education Component

The following courses meet the 15 SCH general education component:

✓ ENG 1113  English Comp I  3 SCH
✓ SPT 1113  Public Speaking  3 SCH
✓ Mathematics/Science Elective  3 SCH
✓ PSY 1513  General Psychology  3 SCH
✓ Humanities/Fine Arts Elective  3 SCH

15 SCH