Medical Assisting Technology

Degree Type
Associate of Applied Science

Program Description

The Associate of Applied Science Degree in Medical Assisting Technology is a comprehensive approach to preparing students to work in the complex environment of physician offices, hospital business services, and other health care related facilities. Graduates of the program have the necessary skills for managing a medical office and the clinical skills for patient care. The program covers administrative skills, both ICD and CPT coding, medical billing, insurance coding procedures, and provider regulatory issues. Clinical skills include everything within the role of a medical assistant from patient history, vital signs and documentation to diagnostic testing, phlebotomy, and patient education. Included are basic human anatomy and physiology, disease, and pharmacology concepts. There is a planned practicum that prepares the student for transition to the professional field. Managed care and ethico-legal aspects of health care are integrated throughout the program along with microcomputer applications. Students that satisfactorily complete the program are eligible to apply for and take the National Center for Competency Testing (NCCT) National Certified Medical Assistant (NCMA) exam.

Students will be required to purchase and wear the school uniform to all clinical labs and off-campus learning experiences.

This program requires the student to submit an approved Child Abuse History Clearance (Act 151), Pennsylvania State Police Criminal Background Check (Act 34), and Federal Criminal History Record Information (ACT 114) prior to the start of a course that contains a lab or service-learning requirements. The clearances must be valid through the end of the semester in which the student is enrolled in the program.

Career Opportunities

- Medical Assistant
- Medical Office Manager
- Health Claims Analyst
- Medical Office Receptionist
- Billing Coordinator
- Health Information Management Processor
- Insurance Claims Reviewer

Program Objectives

Upon completion of the program, the student will be able to:

1. Demonstrate an understanding of foundational concepts to perform administrative duties in a variety of healthcare settings.
2. Demonstrate an understanding of foundational concepts to perform clinical duties in a variety of healthcare settings.
3. Develop interpersonal and team participation skills in a variety of settings.
4. Utilize teaching-learning techniques to identify, implement, and evaluate health education needs of patients.

5. Apply legal guidelines and ethical standards in everyday practice.

Obtaining the Degree

To earn the Associate of Applied Science degree, students must:

- Matriculate into the program.
- Satisfactorily complete all degree requirements, including General Education and Major Requirements.

General Education Requirements

Course Code	Title	Credits
HSC 130	Basic Anatomy and Physiology	3
	Elective - Social Science	3
	Elective - Humanities	3
	COM 110 or COM 120	3
ENG 110	English Composition I**	3
HSC 105	Introduction to Health Professions	1
HSC 123	Operational Health Informatics	3
LIF 111	Health and Wellness	3
MAT 135	Mathematics for Healthcare Professions	3

Social Science Electives

Course Code	Title	Credits
CIV 100	Western Civilization: Ancient through Renaissance**	3
GOV 100	Introduction to American National Government**	3
HIS 100	U.S. History I: Discovery through Reconstruction**	3
PHI 100	Critical Thinking	3
PHI 110	Introduction to Philosophy**	3

Humanities Electives

Course Code	Title	Credits
ART 101	Introduction to Art History**	3
ART 105	Drawing Fundamentals	3
ART 110	Introduction to Painting and Sculpting**	3
ENG 271	World Literature	3
FLM 110	Introduction to American Cinema	3
HUM 100	Introduction to Humanities	3
MUS 100	Introduction to Music	3
REL 100	World Religions/Religious Studies	3

Major Requirements

**Students must earn a C or higher in all HSC courses for this major.

Course Code	Title	Credits
HSC 100	Medical Terminology	3
HSC 121	Medical Assisting Administrative I	3
HSC 142	Pharmacology for Medical Assisting	3
HSC 150	Medical Assisting Clinical I	3
HSC 160	Law and Ethics for Health Occupations	3
HSC 205	Medical Coding ICD-10-CM	3
HSC 210	Medical Coding CPT	3
HSC 221	Medical Assisting Administrative II	3
HSC 250	Medical Assisting Clinical II	3
HSC 285	Healthcare Revenue Cycle Management	3
HSC 292	Medical Assisting Professional Seminar	1
HSC 293	Medical Assisting Technology Practicum	4
	Total Credits	**60**

Course Sequencing

Fall 1

Course Code	Title	Credits
MAT 135	Mathematics for Healthcare Professions	3
HSC 100	Medical Terminology	3
HSC 105	Introduction to Health Professions	1
HSC 123	Operational Health Informatics	3
HSC 130	Basic Anatomy and Physiology	3

Spring 1

Course Code	Title	Credits
HSC 121	Medical Assisting Administrative I	3
HSC 142	Pharmacology for Medical Assisting	3
HSC 150	Medical Assisting Clinical I	3
HSC 160	Law and Ethics for Health Occupations	3
ENG 110	English Composition I**	3

Fall 2

Course Code	Title	Credits
HSC 205	Medical Coding ICD-10-CM	3
HSC 221	Medical Assisting Administrative II	3
HSC 250	Medical Assisting Clinical II	3
HSC 210	Medical Coding CPT	3
	Elective - Social Science	3

Spring 2

Course Code	Title	Credits
	Elective - Humanities	3
	COM 110 or COM 120	3
LIF 111	Health and Wellness	3
HSC 292	Medical Assisting Professional Seminar	1
HSC 293	Medical Assisting Technology Practicum	4
HSC 285	Healthcare Revenue Cycle Management	3