

Medical Assisting Technology

Degree Type

Diploma

Program Description

The Medical Assisting Technology diploma 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. Program graduates possess the essential skills to manage a medical office and the clinical expertise required 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 the transition to the professional field. Managed care and ethico-legal aspects of health care are integrated throughout the program along with microcomputer applications. Students who complete the program can 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.

- Apply legal guidelines and ethical standards in everyday practice.

Obtaining the Diploma

To earn the diploma, students must:

- Matriculate into the program.
- Satisfactorily complete all program requirements.

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 130	Basic Anatomy and Physiology	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 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	32

Course Sequencing

Fall 1

Course Code	Title	Credits
HSC 100	Medical Terminology	3
HSC 130	Basic Anatomy and Physiology	3
HSC 142	Pharmacology for Medical Assisting	3
HSC 285	Healthcare Revenue Cycle Management	3

Spring 1

Course Code	Title	Credits
HSC 121	Medical Assisting Administrative I	3
HSC 150	Medical Assisting Clinical I	3
HSC 160	Law and Ethics for Health Occupations	3
HSC 221	Medical Assisting Administrative II	3
HSC 250	Medical Assisting Clinical II	3

Summer 1

Course Code	Title	Credits
HSC 292	Medical Assisting Professional Seminar	1
HSC 293	Medical Assisting Technology Practicum	4