



DAVIS COLLEGE

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Medical Assisting Diploma

The Medical Assisting program prepares the students for employment in medical offices and clinics as part of the health care team. Students will study both administrative and clinical procedures.

Upon completion of the Medical Assisting Diploma program, the Davis College graduate will be prepared to:

- Assist physician with various patient examinations, medical procedures, minor surgeries, and administration of medications.
- Follow prescribed safety procedures in all areas of the medical office.
- Perform various administrative responsibilities in the medical office (telephone calls, appointment scheduling, EHR documentation, etc.).
- Demonstrate knowledge of medical terminology; anatomy and physiology; and diseases, disorders, and diagnoses of the human body.
- Use oral and written communication skills to interact effectively with patients and coworkers in the health care setting.
- Demonstrate professional conduct with patients, coworkers, and other health care professionals.
- Perform procedural and diagnostic coding.
- Meet requirements to take the RMA certification examination.

Medical Assisting Diploma Program Outline

Course No.	Course Title	Cr. Hrs.
MED101	Medical Terminology	4
MED106	Introduction to Medical Professions	4
MED114	Basic Billing and Coding	4
MED118	Anatomy and Physiology A	4
MED119	Anatomy and Physiology B	4
MED126	Administrative Procedures	4
MED132	Electronic Health Records	2
MED134	Practice Management Software	2
MED138	First Aid & Emergency Preparedness	3
MED139	Introduction to Clinical Procedures	4
MED206	Clinic I	4
MED207	Clinic II	4
MED250	Clinical Practicum	6
BUS138	Workplace Safety/CPR	1
IDS110	Forum on Technology and Resources	5
Total Program Credit Hours		55