



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 laboratory work.

Perform various administrative responsibilities including electronic health records and practice management programs.

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 accounts receivable, billing, and collection procedures.

Perform procedural and diagnostic coding.

Develop a professional portfolio.

Meet requirements to take the CCMA and/or the RMA certification examination.

Program Outline

Course No.	Course Title	Cr. Hrs.
MED101	Medical Terminology	3
MED112	Medical Law and Ethics	3
MED114	Basic Billing and Coding	4
MED118	Anatomy and Physiology A	4
MED119	Anatomy and Physiology B	4
MED132	Electronic Health Records	2
MED201	Introduction to Clinical Procedures	3
MED203	Clinical Specialty Examination Procedures	4
MED205	Minor Surgery and Diagnostic Office Procedures	4
MED208	Pharmacology	4
MED212	Basic Laboratory Procedures	4
OAM126	Administrative Office Procedures	4
OAM234	Professional Development	1
IDS110	Forum on Technology and Resources	4
Total Program Credit Hours		48