



# DAVIS COLLEGE

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## Medical Assisting Associate Degree

The Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

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.

All Medical Assisting students are enrolled into the Medical Assisting program on a conditional basis at the time of admission. Upon successful completion of the Mid-Program Assessment and Introduction to Clinical Office Procedures, students will be granted full admission into the Medical Assisting program.

The Davis College Medical Assisting program is accredited by The Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Students will register for the CMA, RMA or CCMA certification examination in the clinical practicum course (MED250). Passing this exam entitles the candidate the credentials of certified medical assistant (CMA, RMA, or CCMA).

Upon completion of the Associate of Applied Science degree with a major in Medical Assisting, 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 National Register Certification for EKG technician or Phlebotomy certification examinations.

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

Apply the principles and intentions of the General Education and the Business Core purposes.

## 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
MED124	Pathophysiology	3
MED132	Electronic Health Records	2
MED134	Practice Management Software	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
MED250	Clinical Practicum	9
OAM126	Administrative Office Procedures	4
OAM223	Business Communications	4
ACC101	Accounting Principles I	4
MGT102	Introduction to Business	5
BUS137	Introduction to Emergency Preparedness	1
CAS120	Word Processing	3
COM121	Composition I	5
COM122	Composition II	4
COM202	Interpersonal Communication	4
HUM---	Humanities Elective	3
MTH102	Introductory Algebra I	5
SSC201	Economics	4
SSC213	Introduction to Psychology	4
IDS110†	Forum on Technology and Resources	4
<b>Total Program Credit Hours</b>		<b>107</b>

\*Foundation Courses required as part of the 45 hours completed before Mid-Program Assessment. The student needs to complete the Mid-Program and End-of-Program Assessment. The Student Handbook provides more detail on this process.

†Required before Mid-Program Assessment