

MEDICAL ASSISTING, A.A.S.

Entry Time

Fall, Spring, Summer

Award

Associate of Applied Science degree
4 terms (including summer)

After earning a Medical Assisting diploma, graduates are eligible to take the nationally-recognized Certified Medical Assistant exam. Most employers require certification upon employment.

In the clinical area, medical assistants (MAs) take patients to the examination room, ask about and record symptoms, and measure the patient's height, weight and blood pressure. MAs also prepare instruments for and assist with minor surgeries, assist the physician with patient exams, obtain EKGs, give injections and draw blood for routine lab work. MAs may also be employed in an administrative position responsible for greeting patients, answering phones, scheduling appointments, and managing medical records, insurance payments and patient accounts.

Accreditation

The Kirkwood Medical Assisting diploma 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).

Commission on Accreditation of Allied Health Education Programs
9355-113th Street N, #7709
Seminole, FL 33775
727-210-2350

Career Opportunities

- physician/specialty clinics
- hospital clinics, public health, laboratories and insurance companies

The graduate may work as:

- an administrative medical assistant
- clinical medical assistant
- patient service representative
- phlebotomist
- scribe
- unit secretary or
- any combination of these positions

Degree Requirements

Course	Title	Credit Hours
Prerequisites		
Select one of the following:		3
BIO-161	Basic Anatomy and Physiology	

BIO-168 & BIO-173	Human Anatomy and Physiology I and Human Anatomy and Physiology II	
Term Totals:		3
Term 1		
MAP-123	Administrative Medical Office Procedures	3
MAP-125	Introduction to Clinical Procedures	2
MAP-501	Math for Medications	1
HSC-107	Professionals in Health ¹	2
HSC-115	Medical Terminology ¹	4
CSC-116	Information Computing ¹	3
Term Totals:		15
Term 2		
MAP-214	Medical Lab	3
MAP-312	Medical Assistant Clinical Procedures	3
MAP-402	Medical Law and Ethics	2
MAP-403	Basic Medical Office Insurance	2
MAP-513	Medical Assisting Pharmacology	3
Term Totals:		13
Term 3		
Select one of the following:		3
SPC-101	Fundamentals of Oral Communication ¹	
COM-222	Communication for Health Care Professionals ¹	
SPC-112	Public Speaking ¹	
MAP-618	Medical Assisting Externship ²	7
PSY-111	Introduction to Psychology ¹	3
Term Totals:		13
Term 4		
ENG-105	Composition I ¹	3
Electives ¹		10
Humanities or History/Culture Course (https://creditcatalog.kirkwood.edu/aas-degree-humanities-requirement/) ¹		3
Behavioral/Social Science Elective ¹		3
Term Totals:		19
Program Totals:		63

¹ Courses may be taken before beginning the program.

² No program (MAP) courses may be taken with externship. Proof of compliance completion must be done prior to registration for externship.

Optional Courses

Code	Title	Credit Hours
HSC-205	Exploration of Healthcare Careers	3
HSC-103	Studies in Health Sciences	1-3
HSC-168	Nurse Aide	3.5
HSC-162	Health Support Professional	3.5
HSC-118	Academic Success in Healthcare	1

Note: Minimum C- is required in all MAP courses, in addition to BIO- courses, HSC-107 Professionals in Health, HSC-115 Medical Terminology.