

# Medical Assistant (Diploma) - Memphis and Southaven

## Diploma Program

**Contact Hours:** 720

**Semester Credits:** 29.33

**Instructional Weeks – Full Time:** 30

**Average Time to Complete – Full Time:** 8 Months

Program offered at: Memphis, Tennessee and Southaven, Mississippi

## Medical Assistant (Diploma) Mission Statement

The mission is to provide a supportive learning environment in which the student acquires theoretical knowledge, technical skills, and professional attributes necessary to obtain entry-level positions in the field of Medical Assisting.

## Learning Objectives / Instructional Outcomes

At the conclusion of the program, students will be prepared with the knowledge and skills required in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, and administration of parenteral medications to function successfully in an entry-level position as a Medical Assistant in a clinic or physician's office.

## Career Overview

Whether in a physician's office, a clinic, or hospital-owned physician network, the Medical Assistant performs many services on the physician's behalf. These may include admissions work, preparing the patient for examination or treatment, operating diagnostic equipment, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient's medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician.

**In order to graduate from the Medical Assistant (Diploma) program, students must successfully complete the following curriculum:**

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
MDCA1414	Medical Assisting A			40	40		4
MDCA1424	Medical Assisting B			40	40		4
MDCA1434	Medical Assisting C			40	40		4
MDCA1444	Medical Assisting D			40	40		4
MDCA1454	Medical Assisting E			40	40		4
MDCA1464	Medical Assisting F			40	40		4
MDCA1572	Externship			0	0	240	5.33
Subtotal				240	240	240	29.33

**This applies to Memphis students starting on or after March 22, 2021 and to Southaven students starting on or after June 14, 2021**

800 Contact Hours

35.0 Semester Credits

32 Instructional Weeks – Full Time

Average Time to Complete – 8 Months

Program offered at: Memphis, Tennessee and Southaven, Mississippi

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
CPSO1111	Career Path Success A			15			1
CPSO1112	Career Path Success B			15			1
CPSO1113	Career Path Success C			15			1
CPSO1114	Career Path Success D			15			1
CPSO1115	Career Path Success E			15			1
CPSO1116	Career Path Success F			15			1
MDCA1414	Medical Assisting A			40	40		4
MDCA1424	Medical Assisting B			40	40		4
MDCA1434	Medical Assisting C			40	40		4
MDCA1444	Medical Assisting D			40	40		4
MDCA1454	Medical Assisting E			40	40		4
MDCA1464	Medical Assisting F			40	40		4
MDCA1201	Externship I	CPSO1111 CPSO1112 CPSO1113 CPSO1114 CPSO1115 CPSO1116 MDCA1414 MDCA1424 MDCA1434 MDCA1444 MDCA1454 MDCA1464				115	2.5
MDCA1202	Externship II	MDCA1201				115	2.5
<b>Subtotal</b>				<b>330</b>	<b>240</b>	<b>230</b>	<b>35</b>

\* These courses are offered online.

\*\*A portion of these courses are offered online.

**For all students starting on or after July 11, 2022**

## Program Delivery

The Medical Assistant program is delivered in a blended format. Courses will be delivered entirely online, entirely on-ground or with an appropriate blend of both online and on-ground hours in the same course. Of the 800 program hours, a maximum of 400 course hours (50.0%) may be offered online.

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours (Ground/Online)	Lab Hours (Ground/Online)	Externship Hours (Ground/Online)	Semester Credit Hours
MDCA1513	General Patient Care, Skeletal and Muscular Systems			55 ( 10 / 45 )	40 ( 30 / 10 )	0	5
MDCA1523	Medical Ethics, Nervous and Sensory Systems			55 ( 10 / 45 )	40 ( 30 / 10 )	0	5
MDCA1533	Office Procedures, Digestive and Reproductive Systems			55 ( 10 / 45 )	40 ( 30 / 10 )	0	5
MDCA1543	Endocrine, Cardiology, and Professional Communication			55 ( 10 / 45 )	40 ( 30 / 10 )	0	5
MDCA1553	Diagnostic Procedures, Hematology, Urinary System & Medical Billing			55 ( 10 / 45 )	40 ( 30 / 10 )	0	5
MDCA1563	Pharmacology, Health Insurance and Respiratory System			55 ( 10 / 45 )	40 ( 30 / 10 )	0	5
	MDCA1513 MDCA1523 MDCA1533 MDCA1543 MDCA1553 MDCA1563						
	MDCA1201						
<b>Subtotal</b>				<b>330 (60/270)</b>	<b>240 (180/60)</b>	<b>230 (160/70)</b>	<b>35</b>