

# Medical Assistant (Diploma) - Memphis and Southaven

## Diploma Program

**Contact Hours:** 800

**Semester Credits:** 35

**Instructional Weeks – Full Time:** 32

**Average Time to Complete – Full Time:** 9 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:**

## 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,			55 ( 10 / 45 )	40 ( 30 / 10 )	0	5

	Digestive and Reproductive Systems				
MDCA1543	Endocrine, Cardiology, and Professional Communication		55 ( 10 / 45 )	40 ( 30 / 10 )	0
MDCA1553	Diagnostic Procedures, Hematology, Urinary System & Medical Billing		55 ( 10 / 45 )	40 ( 30 / 10 )	0
MDCA1563	Pharmacology, Health Insurance and Respiratory System		55 ( 10 / 45 )	40 ( 30 / 10 )	0
MDCA1201	Externship I	MDCA1513 MDCA1523 MDCA1533 MDCA1543 MDCA1553 MDCA1563			115 ( 80 / 35 )
MDCA1202	Externship II	MDCA1201			115 ( 80 / 35 )
<b>Total</b>			<b>330 (60/270)</b>	<b>240 (180/60)</b>	<b>230 (160/70)</b>
					<b>35</b>