

Contact Us:

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PROGRAM REQUIREMENTS

Health Care Certificate (Medical Assisting Track)

Students completing this certificate will gain a skillset allowing them to work in a number of medical assisting related occupations. This track is designed to prepare students for application into PTC's Medical Assisting program.

Specific details about courses required for application, minimum GPA and other requirements can be found in the information prior to the Medical Assisting program outline.

Day or Evening Program

GENERAL EDUCATION CREDIT HOURS

ENG 101	English Composition I	3.0
PSY 201	General Psychology	3.0
MAT 155	Contemporary Mathematics	3.0
BIO 112	Basic Anatomy and Physiology	4.0
AHS 106	Cardiopulmonary Resuscitation	1.0
AHS 102	Medical Terminology	3.0

PRIMARY SPECIALTY

AHS 155	Special Topics in Health Care	3.0
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Choose eight (8) credits from:

AHS 154	Culture and Wellness	1.0
AHS 161	Introduction to Health Careers	1.0
AHS 170	Fundamentals of Disease	3.0
AHS 205	Ethics and Law for Allied Health Professions	3.0

Choose six (6) credits from:

CPT 101	Introduction to Computers	3.0
SPC 205	Speech Communications (required)	3.0
PSY 203	Human Growth and Development	3.0
	Elective Humanities/Fine Arts	3.0

TOTAL CREDIT HOURS: 34.0

D.A.S., Major in Medical Assisting

The Medical Assisting program prepares a multi-skilled graduate to function in clinical and administrative areas of the physician's office and ambulatory care centers. Medical assistants work under the supervision of a physician and are competent in both administrative and clinical procedures. Medical assisting is an exciting and rapidly-expanding health care profession.

Graduates of the program have an opportunity to pursue an Associate Degree in Occupational Technology, with a major in General Technology.

Administrative duties of the medical assistant include scheduling and receiving patients, preparing and maintaining medical records, transcribing medical dictation, handling telephone calls, performing basic clerical functions and managing medical practice finances.

Clinical duties of the medical assistant include: practicing safety and infection control, obtaining patient histories and vital signs, performing first aid and cardiopulmonary resuscitation, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests and administering medication.

The medical assistant must work well with people, have good communication skills, like a variety of work experiences, be accurate in work performance and be trustworthy with confidential information. Medical Assisting graduates may earn the CMA (Certified Medical Assistant) credential by passing the National Certifying examination. Felons are not eligible to take this examination unless a waiver is granted by the AAMA (American Association of Medical Assistants). Students enrolled in this program must be enrolled on a full-time basis.

The Medical Assisting Diploma program at Piedmont Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Programs: 25400 US Highway 19 North, Suite 158, Clearwater, Florida, 33763 (727) 210-2350.

Admission: Health Science programs have special program admission criteria which must be completed prior to applying for the clinical phase of the program. For more detailed information, please go to www.ptc.edu/hsnis.

To become eligible for entry into the Medical Assisting major studies coursework applicants must complete the following:

1. Complete the following courses (minimum "C" grade required):
 - AHS 102
 - BIO 112
 - ENG 101
 - MAT 155
 - PSY 201
2. Minimum grade point average for the above coursework of 2.5. A GPA calculator can be found on the college website.
3. Good academic standing at the college.

Students are required to maintain a current American Heart Association "Basic Life Support for Healthcare Providers" certification throughout the major studies courses.

Day Program

GENERAL EDUCATION COURSES

	CREDIT HOURS
AHS 102 Medical Terminology	3.0
BIO 112 Basic Anatomy and Physiology	4.0
CPT 101 Introduction to Computers	3.0
ENG 101 English Composition I	3.0
MAT 155 Contemporary Mathematics.....	3.0
PSY 201 General Psychology	3.0

Major Studies Courses: Completion of the Diploma in Applied Science with a major in Medical Assisting requires three (3) semesters upon acceptance to the major studies coursework.

FALL SEMESTER CREDIT HOURS

MED 103 Medical Assisting Introduction.....	3.0
MED 107 Medical Office Management	4.0
MED 118 Pharmacology for the Medical Assistant.....	4.0

SPRING SEMESTER

MED 114 Medical Assisting Clinical Procedures	4.0
MED 115 Medical Office Lab Procedures I	4.0
MED 104 Medical Assisting Administrative Procedures	4.0

SUMMER TERM	CREDIT HOURS
MED 108 Common Diseases of the Medical Office	3.0
MED 117 Clinical Practice.....	5.0

TOTAL CREDIT HOURS: 50.0

A.A.S., Major in General Technology (Health Science Programs)

Graduates of the Massage Therapy, Medical Assisting, Patient Care Technician, Pharmacy Technology and Surgical Technology programs must complete the following courses to earn an Associate in Applied Science with a major in General Technology. The minimum total credit hours required is 76.

REQUIRED CORE SUBJECT COURSES (MINIMUM 40 CREDIT HOURS)

GENERAL EDUCATION (MINIMUM 18 CREDIT HOURS) CREDIT HOURS

CPT 101 Introduction to Computers	3.0
ENG 101 English Composition I	3.0
MAT 102 Intermediate Algebra.....	3.0
PSY 201 General Psychology	3.0
Elective Humanities/Fine Arts	3.0
Elective Natural Science/Math	3.0

SECONDARY TECHNICAL SPECIALTY (12 CREDIT HOURS) CREDIT HOURS

ACC 101 Accounting Principles I.....	3.0
MGT 150 Fundamentals of Supervision	3.0
MGT 201 Human Resource Management	3.0
MKT 135 Customer Service Techniques.....	3.0

OTHER HOURS REQUIRED FOR GRADUATION (6 CREDIT HOURS) CREDIT HOURS

AHS 205 Ethics and Law for Allied Health Professions	3.0
PSY 203 Human Growth and Development.....	3.0

>>> Visit www.ptc.edu/medassisting to learn more.