

## **MEDICAL ASSISTING**

### **Certificate, 30 Credit Hours, 9-Month Program**

The Medical Assisting program prepares students for a variety of careers in the medical profession. A Medical Assistant is a professional, multi-skilled person who assists in all aspects of medical care and is primarily employed in a medical office setting. Medical Assistants help physicians with patient care management. They also execute administrative and clinical procedures and perform managerial functions.

Administrative duties may include using computer applications, answering telephones, greeting patients, updating and filing patient medical records, coding and filling out insurance forms, scheduling appointments, arranging for hospital admissions and laboratory services, and handling correspondence, billing, and bookkeeping in a medical office setting.

Clinical duties may include taking medical histories, taking vital signs, explaining treatment procedures to patients, preparing patient for examination, assisting the physician during the exam, collecting and preparing laboratory specimens, performing basic laboratory tests, instructing patients about medication and special diets, preparing and administering medications as directed by a physician, and taking electrocardiograms. Medical Assisting is a rapidly growing and expanding career.

Age Requirement: **You must be at least 18 years of age to be eligible to register as a Medical Assistant in South Dakota.**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
<b>General Education Requirements</b>		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
<b>Total</b>		<b>3</b>
<b>Technical Requirements</b>		
HC 114	ANATOMY AND PHYSIOLOGY FOR THE HEALTH PROFESSIONS	3
HC 135	MEDICAL LAW AND ETHICS	2
HC 200	PHARMACOLOGY FOR HEALTHCARE	3
HC 205	PROFESSIONALISM IN HEALTHCARE	1
HC 213	MEDICAL TERMINOLOGY I	3
HC 225	PATHOPHYSIOLOGY	3
MA 210	MEDICAL ASSISTING I	3
MA 214	MEDICAL ASSISTING I CLINICAL	1
MA 250	MEDICAL ASSISTING II	3
MA 253	MEDICAL ASSISTING II LAB & CLINICAL	5
<b>Total</b>		<b>27</b>

\*Prerequisite: Acceptable ACCUPLACER score or Basic Writing.

\*\*Prerequisite: Acceptable ACCUPLACER score or Basic Math.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City area.

### **Semester Breakdown Certificate**

<b>First Semester</b>			<b>Second Semester</b>		
		<b>CR</b>			<b>CR</b>
CIS 105	Microcomputer Software Applications I	3	HC 200	Pharmacology for Healthcare	3
HC 114	Anatomy & Physiology for the Health Professions	3	HC 205	Professionalism in Healthcare	1
HC 135	Medical Law and Ethics	2	HC 225	Pathophysiology	3
HC 213	Medical Terminology I	3	MA 250	Medical Assisting II	3
MA 210	Medical Assisting I	3	MA 253	Medical Assisting II Lab & Clinical	5
MA 214	Medical Assisting I Clinical	1			
<b>Total Credit Hours</b>		<b>15</b>	<b>Total Credit Hours</b>		<b>15</b>

If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.