

MEDICAL ASSISTING

Diploma, 39 Credit Hours, 12-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.

The Medical Assisting diploma enhances the skills a student obtains in the Medical Assisting certificate. In addition to medical office skills and skills to assist physicians with patient care management, students will expand their knowledge in English, mathematics, and psychology. These additional courses promote and advance essential knowledge, skills, and values students need to advance in a competitive workforce. Since the exact duties a Medical Assistant performs are unique to the setting in which she or he is employed, an enhanced skill set can only expand the possibilities for their career in the medical profession.

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

Course No.	Course Title	Credits
General Education Requirements		
CIS 105	MICROCOMPUTER SOFTWARE APPLICATIONS I	3
ENGL 101	COMPOSITION* or	3
ENGL 106	WORKPLACE COMMUNICATIONS I	
MATH 100	ELEMENTARY ALGEBRA** or higher	3
PSYC 101	GENERAL PSYCHOLOGY or	3
PSYC 103	HUMAN RELATIONS IN THE WORKPLACE	
	Total	12
Technical Requirements		
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
	Total	27

*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 on next page

Semester Breakdown Diploma

First Semester			Second Semester		
		CR			CR
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			
Total Credit Hours		15	Total Credit Hours		15
Third Semester					
		CR			
ENGL 101	Composition <i>or</i>	3			
ENGL 106	Workplace Communications I				
MATH 100	Elementary Algebra <i>or higher</i>	3			
PSYC 101	General Psychology <i>or</i>	3			
PSYC 103	Human Relations in the Workplace				
Total Credit Hours		9			

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.