

Medical Assistant (Diploma)

Diploma Program

720 Contact Hours

29 Semester Credits

30 Instructional Weeks – Full Time

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 program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Extern Hours	Semester Credits
MDCA1414	Medical Assisting A	40	40		4.00
MDCA1424	Medical Assisting B	40	40		4.00
MDCA1434	Medical Assisting C	40	40		4.00
MDCA1444	Medical Assisting D	40	40		4.00
MDCA1454	Medical Assisting E	40	40		4.00
MDCA1464	Medical Assisting F	40	40		4.00
MDCA1572	Externship			240	5.33
Subtotals		240	240	240	29.33