

# Medical Assistant (Diploma)

## Diploma Program

**Contact Hours:** 800

**Semester Credits:** 26

**Instructional Weeks – Full Time:** 32

**Average Time to Complete – Full Time:** 8 Months

## Program Overview

Whether in a physician's office, a clinic, or a hospital, 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, performing laboratory work, and administering EKGs. The Medical Assistant is responsible for the patient's medical records and insurance forms and for scheduling appointments and maintaining the physician's medical records.

## Program Purpose

The program provides students with the knowledge and skills required in the areas of anatomy and physiology, pathology of the body systems, medical terminology, medical front and back office procedures, EKG, and Clinical Laboratory Improvement Amendments (CLIA) exempt laboratory procedures to function successfully as an entry-level Medical Assistant in a clinic or physician's office.

## Skills Proficiency

Students must be able to perform certain skills to work as a Medical Assistant. These skills are learned in the lab portion of the program. The classroom portion of the program is divided into one-half lecture and theory and one-half lab, which is where practical application of theory is performed. The instructor evaluates every lab experiment and all practical work. Hands-on instruction with the actual tools of the trade facilitates the transfer from theory to practice. Students perform certain activities on each other. All students must participate. All students must take and pass a clinical skill test before being released for externship.

## CPR Certification

To be eligible for American Heart Association (AHA) certification, students must attend all scheduled hours of CPR lecture and pass practical checkoffs and a written exam. A student who is tardy or misses a lecture must repeat the lecture, even if the student passes the checkoffs and written exam. If CPR is offered during another shift in the same term, the student may attend that lecture. If not offered during that term, the student will receive an incomplete for the course until the lecture is repeated. AHA requires that students pass the CPR written test with a grade of at least 84 percent. If below 84 percent, they may retake the exam once. The original test score will be used to calculate the course grade. If the test is retaken and failed a second time, the student must repeat the entire course of CPR instruction. If a student is absent for the entire course, it is his or her responsibility to contact the instructor to find an appropriate session or class to attend. If the student does not do so, he or she may not graduate.

## Program Objectives

- To provide a learning atmosphere that is similar to an actual working atmosphere and an experience in the clinical area to correlate with classroom instruction.
- To provide the education and skills needed to pass a certification exam, if needed.
- To instill in the student a sense of professionalism in behavior, attitude, and dress.

Registration and certification requirements for taking and passing these examinations are not controlled by Concorde, but by outside agencies, and are subject to change by the agency without notice. Therefore, Concorde cannot guarantee that graduates will be eligible to take these exams, at all or at any specific time, regardless of their eligibility status upon enrollment.

Course #	Course Title	Pre-Requisites	Co-Requisites	Theory Hours	Lab Hours	Externship Hours	Semester Credit Hours
CPSO1011	Career Path Success A			15	0	0	0.5
CPSO1012	Career Path Success B			15	0	0	0.5
CPSO1013	Career Path Success C			15			0.5
CPSO1014	Career Path Success D			15			0.5
CPSO1015	Career Path Success E			15	0	0	0.5
CPSO1016	Career Path Success F			15			0.5
MDCA1312	Medical Assisting A			40	40		3
MDCA1322	Medical Assisting B			40	40		3
MDCA1332	Medical Assisting C			40	40		3
MDCA1342	Medical Assisting D			40	40		3
MDCA1352	Medical Assisting E			40	40		3
MDCA1362	Medical Assisting F			40	40		3
MDCA1201	Externship I	CPSO1011 CPSO1012 CPSO1013 CPSO1014 CPSO1015 CPSO1016 MDCA1312 MDCA1322 MDCA1332 MDCA1342 MDCA1352 MDCA1362				115	2.5
MDCA1202	Externship II	MDCA1201				115	2.5
<b>Subtotal</b>				<b>330</b>	<b>240</b>	<b>230</b>	<b>26</b>

\*These courses are offered online.

\*\*A portion of these courses are offered online.

**For all students starting on or after July 11, 2022**

## 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
MDCA1313	General Patient Care, Skeletal and Muscular Systems			55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1323	Medical Ethics, Nervous and Sensory Systems			55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1333	Office Procedures, Digestive and Reproductive Systems			55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1343	Endocrine, Cardiology, and Professional Communication			55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1353	Diagnostic Procedures, Hematology, Urinary System & Medical Billing			55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1363	Pharmacology, Health Insurance and Respiratory System			55 ( 10 / 45 )	40 ( 30 / 10 )	0	3.5
MDCA1201	Externship I	MDCA1313 MDCA1323 MDCA1333 MDCA1343 MDCA1353 MDCA1363				115 ( 80 / 35 )	2.5
MDCA1202	Externship II	MDCA1201				115 ( 80 / 35 )	2.5
<b>Subtotal</b>				<b>330 (60/270)</b>	<b>240 (180/60)</b>	<b>230 (160/70)</b>	<b>26</b>