

## MEDICAL ASSISTING

SOUTHWEST



### CAREERS IN THIS FIELD

*Certified Medical Assistant (CMA)*

A graduate of the Medical Assisting program is a professional, multi-skilled healthcare provider dedicated to assisting in patient care management in an ambulatory care setting. Medical Assistants perform administrative and clinical duties and may manage emergency situations, facilities, and/or personnel. Competence in the field requires professionalism and effective communication skills as well as technical skills. A required externship provides valuable on-the-job experience.

According to the American Association of Medical Assistants, one of the fastest growing health care careers, medical assisting offers terrific opportunities for advancement. Certified Medical Assistants can advance to office manager, clinical supervisor or qualify for a variety of administrative support occupations. Some CMAs choose to teach medical assisting. Others choose to obtain a bachelor's degree in Human Services, Health Promotion or Health Services Management, to name a few.

### ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

Two-year Associate of Applied Science degree programs prepare students for careers, career changes and career advancement. AAS programs may also prepare students for transfer to four-year institutions. The program content, which is approximately 30 percent general education, provides depth and breadth in conceptual and professional/technical skills. Professional/technical courses equip students with the skills to obtain employment and to advance in the workforce.

### TECHNICAL CERTIFICATE (TC)

One-year Technical Certificate programs provide education in conceptual and technical skills for specific occupations. Each program contains a sequence of required courses in a recognized concentration within a program.

### CONCENTRATIONS IN THIS PROGRAM

#### INSURANCE (TC)

Correctly coding and billing insurance claims is a vital piece of the medical profession and is a job which demands specialized training. This concentration starts with basic insurance claims and coding, and progresses to advanced duties which include hospital billing, coding, and claims.

#### MEDICAL ASSISTANT (AAS)

This concentration prepares you for a career as a medical assistant.

**TECHNICAL CERTIFICATE** 46 credit hours

**FIRST YEAR**

**First Semester**

IVYT 1XX	Life Skills Elective
HLHS 101	Medical Terminology
APHY 101	Anatomy & Physiology I
ENGL 111	English Composition I
PSYC XXX	Humanities/Social Science Elective

**Second Semester**

MEAS 107	Administrative I
MEAS 108	Administrative II
MEAS 137	Medical Insurance and Basic Coding with Computer Applications
APHY 102	Anatomy & Physiology II

**SECOND YEAR**

**Third Semester**

MEAS 218	Pharmacology
MEAS 219	Medical Assisting Laboratory Techniques
MEAS 238	Clinical I
MEAS 239	Clinical II

**Fourth Semester**

MEAS 258	Medical Assisting Clinical Externship
MEAS 259	Medical Assisting Administrative Externship
MEAS 207	Integrated Medical Office Systems

**ASSOCIATE OF APPLIED SCIENCE** 61 credit hours

**THIRD YEAR**

**Fifth Semester**

MATH XXX	Mathematics Elective
MEAS 242	Disease Conditions
HLHS 105	Medical Law & Ethics
COMM 101	Fundamentals of Public Speaking (or)
COMM 102	Intro to Interpersonal Communications
MEAS XXX	Elective Choice

**Technical Electives Choose (1) one from the list below**

MEAS 215	Advanced Medical Terminology
MEAS 272	Spanish for Healthcare Providers
PHLB 212	Phlebotomy
PHLB 257	Phlebotomy Externship
MEAS 213	Advanced Insurance Coding
MEAS 292	Health Care Delivery Systems

Mathematics Elective  
MATH 118- Prerequisites MATH 015/023

Humanities/Social Science Elective  
PSYC 101- Prerequisites ENGL 025, ENGL 032, MATH 015

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To learn more about employment and salary information for careers in this field, visit the U.S. Department of Labor's Bureau of Labor Statistics website at [bls.gov](http://bls.gov) and the official career site of the State of Indiana, [indianacareerconnect.com](http://indianacareerconnect.com).

Ivy Tech Community College is accredited by North Central Association of Colleges and Schools.

