



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

February 9, 2006

**RESPONSE DEADLINE: March 1, 2006**

MEMORANDUM

TO: Select Chief Academic Officers

FROM: Delores A. Parker, Vice President  
Academic and Student Services

SUBJECT: Requested Revision in Medical Assisting (A45400)

The System Office has received a request to revise the following curriculum standard:

Medical Assisting (A45400)

Attached is a form requesting your approval or disapproval of the proposed change.

***Please complete and return the form to Jennifer Frazelle by March 1, 2006.***

You may fax your response to (919) 807-7164. Once the responses have been received at the System Office, the request will be presented to the State Board of Community Colleges.

Thank you for your prompt attention to this matter. If you have questions, please contact Jennifer Frazelle at (919) 807-7120 or frazellej@ncccs.cc.nc.us.

DAP/jf

Attachment

c: Select Presidents  
Sharon J. Tanner  
Jennifer Frazelle

S06-008  
E-Mail

**College Recommendation**  
Curriculum Standard Revision Request  
Medical Assisting (A45400)

***Proposed Revision:** Addition of Medical/Legal Issues subject area with option of OST 149*

***Rationale of Requesting College:** The addition of OST 149 will provide an additional semester hour to cover medical/legal issues in depth.*

\_\_\_\_\_ We have reviewed the proposed title and **recommend** the adoption of this change for **Medical Assisting (A45400)**.

\_\_\_\_\_ We have reviewed the proposed title and **do not recommend** the adoption of this change for **Medical Assisting (A45400)** for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ We do not offer **Medical Assisting (A45400)** and wish to decline from making a recommendation.

**College:** \_\_\_\_\_

**Signature of President:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this form by **March 1, 2006** to:

Jennifer Frazelle, Director  
Program Services  
NC Community College System  
5016 Mail Service Center  
Raleigh, NC 27699-5016  
Fax Number: (919) 807-7164

## CURRICULUM STANDARD

Effective Term  
Fall 2006  
[2006\*03]

Curriculum Program Title	<b>Medical Assisting</b>	Code	<b>A45400</b>
Concentration	<b>(not applicable)</b>		

### ***Curriculum Description***

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

### ***Curriculum Requirements\****

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in a degree or diploma program up to a maximum of 8 semester hours and in a certificate program up to a maximum of 2 semester hours. *(see back of page for Major Hours requirements)*
- III. Other Required Hours.** A college may require other subjects or courses to complete graduation requirements. These requirements may include electives, orientation, study skills courses, or other graduation requirements.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

### ***Major Hours***

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration (if applicable).** A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degree and diploma curriculum programs up to a maximum of 8 semester hours credit and in certificate programs up to a maximum of 2 semester hours credit.

Medical Assisting A45400

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>																																																			
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>																																																			
<p><b>A. CORE</b>  <i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i></p> <p><b>Required Courses:</b></p> <table border="0"> <tr><td>MED 110</td><td>Orientation to Medical Assisting</td><td>1 SHC</td></tr> <tr><td><del>MED 118</del></td><td><del>Medical Law and Ethics</del></td><td><del>2 SHC</del></td></tr> <tr><td>MED 121</td><td>Medical Terminology I</td><td>3 SHC</td></tr> <tr><td>MED 122</td><td>Medical Terminology II</td><td>3 SHC</td></tr> <tr><td>MED 130</td><td>Administrative Office Procedures I</td><td>2 SHC</td></tr> <tr><td>MED 131</td><td>Administrative Office Procedures II</td><td>2 SHC</td></tr> <tr><td>MED 140</td><td>Exam Room Procedures I</td><td>5 SHC</td></tr> <tr><td>MED 150</td><td>Lab Procedures I</td><td>5 SHC</td></tr> <tr><td>MED 260</td><td>MED Clinical Externship</td><td>5 SHC</td></tr> </table> <p><b>Required Subject Areas:</b></p> <p><b>Anatomy &amp; Physiology.</b> Select one:</p> <table border="0"> <tr><td>BIO 160</td><td>Introductory Life Science</td><td>3 SHC</td></tr> <tr><td>BIO 161</td><td>Introduction to Human Biology</td><td>3 SHC</td></tr> <tr><td>BIO 163</td><td>Basic Anatomy &amp; Physiology</td><td>5 SHC</td></tr> <tr><td>BIO 166</td><td>Anatomy and Physiology II</td><td>4 SHC</td></tr> <tr><td>BIO 169</td><td>Anatomy and Physiology II</td><td>4 SHC</td></tr> <tr><td>MED 116</td><td>Introduction to Anatomy &amp; Physiology</td><td>4 SHC</td></tr> </table> <p><b>Medical/Legal Issues.</b> Select one:</p> <table border="0"> <tr><td>MED 118</td><td>Medical Law and Ethics</td><td>2 SHC</td></tr> <tr><td>OST 149</td><td>Med Legal Issues</td><td>3 SHC</td></tr> </table>	MED 110	Orientation to Medical Assisting	1 SHC	<del>MED 118</del>	<del>Medical Law and Ethics</del>	<del>2 SHC</del>	MED 121	Medical Terminology I	3 SHC	MED 122	Medical Terminology II	3 SHC	MED 130	Administrative Office Procedures I	2 SHC	MED 131	Administrative Office Procedures II	2 SHC	MED 140	Exam Room Procedures I	5 SHC	MED 150	Lab Procedures I	5 SHC	MED 260	MED Clinical Externship	5 SHC	BIO 160	Introductory Life Science	3 SHC	BIO 161	Introduction to Human Biology	3 SHC	BIO 163	Basic Anatomy & Physiology	5 SHC	BIO 166	Anatomy and Physiology II	4 SHC	BIO 169	Anatomy and Physiology II	4 SHC	MED 116	Introduction to Anatomy & Physiology	4 SHC	MED 118	Medical Law and Ethics	2 SHC	OST 149	Med Legal Issues	3 SHC	<b>31-33 SHC</b>	<b>12 SHC</b>	
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<p><b>C. OTHER MAJOR HOURS</b>  <i>To be selected from the following prefixes:</i></p> <p>ACC, BIO, BUS, CIS, COE, CSC, HIT, HSC, MED, NUR, NUT, OST, and SPA</p>																																																						