



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

September 9, 2008

RESPONSE DEADLINE: September 23, 2008

MEMORANDUM

TO: Select Chief Academic Officers

FROM: Delores A. Parker
Senior Vice President
Chief Academic Officer

SUBJECT: Curriculum Standard Revision to Medical Assisting (A45400)

The System Office has received a request to revise the curriculum standard for the Medical Assisting (A45400) program.

Attached is a form requesting your approval or disapproval of the proposed changes. ***Please complete and return the form to Renee Batts by September 23, 2008.*** You may fax your response to (919) 807-7164. Once the responses have been received at the System Office, we anticipate that the curriculum standard revision will be presented at the October meeting of the State Board of Community Colleges for future action and the November meeting of the State Board of Community Colleges for action.

Thank you for your prompt attention to this matter. If you have questions, please contact Renee Batts at (919) 807-7118 or battsr@ncccommunitycolleges.edu.

DAP/rb

Attachments

c: Select Presidents
Dr. Judith C. Mann
Ms. Renee Batts

S08-060
Email

College Recommendation
Reply Form – Please Return By September 23, 2008
(Fax Number: 919-807-7164)

Curriculum Standard Revision Request:
Medical Assisting (A45400)

Proposed Revisions

- Add to the Required Course list a section entitled Terminology. Assign MED 121 (Medical Terminology I) and MED 122 (Medical Terminology II) to this section. Add OST 141 (Medical Terminology I- Medical Office) and OST 142 (Medical Terminology II- Medical Office) as alternative courses for selection.

Rationale of Requesting College: OST 141 (Medical Terminology I- Medical Office) and OST 142 (Medical Terminology II- Medical Office) are equivalent courses to MED 121 (Medical Terminology I) and MED 122 (Medical Terminology II). The inclusion of both options in the core would allow the college/student to take either one.

Please indicate your recommendation below (check one):

_____ We have reviewed the proposed revision and **recommend** adoption

_____ We have reviewed the proposed revision and **do not recommend** adoption for the following reason(s):

_____ We do not offer this program and wish to decline from making a recommendation.

College: _____

Signature of President: _____ **Date:** _____

Please return form to:

Renee Batts, Coordinator
Program Services
NC Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016
Fax Number: (919) 807-7164

Curriculum Program Title

Medical Assisting

Code

A45400

Concentration

(not applicable)

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 associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

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

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

CURRENT

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 of 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 degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Medical Assisting A45400

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <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> Required Courses: MED 110 Orientation to Medical Assisting 1 SHC 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 Required Subject Areas: Anatomy & Physiology. Select one: 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 Medical/Legal Issues. Select One MED 118 Medical Law and Ethics 2 SHC OST 149 Med Legal Issues 3 SHC	31-34 SHC	12 SHC	
B. CONCENTRATION (Not applicable)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes:</i> ACC, BIO, BUS, CIS, COE, CSC, CTS, HIT, HSC, MED, NUR, NUT, OST, and SPA <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			

Curriculum Program Title

Medical Assisting

Code

A45400

Concentration

(not applicable)

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 associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. (*See second page for additional information.*)
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

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

**Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

PROPOSED

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 of 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 degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Medical Assisting A45400

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC
A. CORE <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> Required Courses: MED 110 Orientation to Medical Assisting 1 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 Required Subject Areas: Anatomy & Physiology. Select one: 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 Medical/Legal Issues. Select one: MED 118 Medical Law and Ethics 2 SHC OST 149 Med Legal Issues 3 SHC Terminology. Select one sequence: MED 121 Medical Terminology I 3 SHC & MED 122 Medical Terminology II 3 SHC <i>or</i> OST 141 Medical Terminology I- Medical Office 3 SHC & OST 142 Medical Terminology II- Medical Office 3 SHC	31-34 SHC	12 SHC	
B. CONCENTRATION (Not applicable)			
C. OTHER MAJOR HOURS <i>To be selected from the following prefixes</i> ACC, BIO, BUS, CIS, COE, CSC, CTS, HIT, HSC, MED, NUR, NUT, OST, and SPA <i>Foreign language courses (including ASL) that are not designated as approved other major hours may be included in all programs up to a maximum of 3 semester hours of credit.</i>			