

# 2023-2024 TTC Catalog

## Medical Assisting

### Diploma in Applied Science in Medical Assisting

#### 46 Credit Hours

The Medical Assisting program prepares students to help other health care providers examine and treat patients and perform routine tasks needed to keep offices running smoothly. Duties may be administrative, clinical or both. Graduates who work in a small office or health care facility may handle both clinical and clerical duties. Graduates working in larger medical practices will probably specialize in either the clinical or administrative aspects of the job.

Graduates of the program are eligible to take the national AAMA certification examination.

#### Accreditation

Commission on Accreditation of Allied Health Education Programs

9355 113th St. N, #7709

Seminole, FL 33775

727.210.2350

[www.caahep.org](http://www.caahep.org)

#### General Education Core Requirements

ENG 101 English Composition I 3

PSY 201 General Psychology 3

MAT 155 Contemporary Mathematics 3

or

MAT 120 Probability and Statistics 3

or

SPC 205 Public Speaking 3

or

SPC 209 Interpersonal Communication 3

Total: 9

#### Major Requirements

AHS 104 Medical Vocabulary-Anatomy 3

AHS 121 Basic Pharmacology 2

AHS 142 Phlebotomy 2

AHS 170 Fundamentals of Disease 3

MED 103 Medical Assisting Introduction 3

MED 122 Medical Assisting Lab Procedures I 2

MED 125 Medical Assisting Advanced Laboratory 2

MED 131 Administrative Skills of Medical Office I 2

MED 134 Medical Assisting Financial Management 2  
MED 135 Medical Office Insurance I 2  
MED 136 Medical Office Insurance II 2  
MED 141 Medical Office Clinical Skills I 2  
MED 142 Medical Office Clinical Skills II 2  
MED 151 Medical Assisting Clinical I 4  
MED 152 Medical Assisting Clinical II 4

Total: 37

Applicants will be admitted to this program on a first-qualified, first-admitted basis. Applicants are considered to be qualified for admission to the next available class when they meet all college and program requirements. Qualified applicants will be notified via my.tridenttech.edu email indicating the year that they have been admitted. The program begins Summer Semester.

**In addition to meeting the college's general admission requirements, including submission of official high school and college transcripts, APPLICANTS TO THE GENERAL TECHNOLOGY MEDICAL ASSISTING PROGRAM MUST COMPLETE ALL OF THE FOLLOWING REQUIREMENTS:**

1. Complete the **Health Sciences Application** through the TTC Portal.
2. Complete AOT 105 Keyboarding or high school keyboarding with a minimum grade of C. Contact the Medical Assisting Program faculty regarding keyboarding options.
3. Achieve a minimum cumulative 2.0 GPA at the time of acceptance and at date of entry into the program based on classes taken within five years of acceptance into the program.
4. Complete the Information Session on the TTC Portal page for Medical Assisting and achieve a score of 100% on the online quiz following the session.
5. Submit a Statement of Completion form online. The link to the form can be found on the Health Sciences webpage.

### **General Admission Procedures for the Medical Assisting Program**

1. Students will be required to provide a completed, current Health Sciences – Student Health Record including all immunizations and titers, TB (PPD) tests, as well as current Healthcare Provider CPR certification, major medical insurance and medical professional liability coverage.
2. Students will be notified by my.tridenttech.edu email the date and time of the mandatory program orientation. Failure to attend will result in forfeiture of seat in the program.

*Note: Falsification of any information submitted will make a student ineligible for admission to or continuation in the Medical Assisting program.*

**Course Progression**

In order to progress to the next term/semester once accepted into the program, students must:

1. Earn a grade of C or better in all courses required for the program.
2. Earn a satisfactory grade of S on professional development evaluation.
3. Maintain a minimum 2.0 cumulative GPA throughout the program.
4. Successfully meet a stringent clinical attendance policy.