

Medical Assistant (Diploma)

Diploma Program

800 Contact Hours

35.0 Semester Credits

32 Instructional Weeks – Full Time

Program offered at:

Memphis, Tennessee

and

Southaven, Mississippi

Medical Assistant (Diploma) Mission Statement:

The mission is to provide a supportive learning environment in which the student acquires theoretical knowledge, technical skills, and professional attributes necessary to obtain entry-level positions in the field of Medical Assisting.

Learning Objectives / Instructional Outcomes

At the conclusion of the program, students will be prepared with the knowledge and skills required in the areas of anatomy, physiology, pathology, the body systems, medical terminology, medical front office procedures, venipuncture, laboratory diagnostic procedures, EKG, and administration of parenteral medications to function successfully in an entry-level position as a Medical Assistant in a clinic or physician's office.

Career Overview

Whether in a physician's office, a clinic, or hospital-owned physician network, 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, and performing diagnostic procedures. The Medical Assistant is also responsible for the patient's medical records and insurance forms as well as for scheduling appointments and maintaining medical records for the physician.

In order to graduate from the Medical Assistant program, students must successfully complete the following curriculum:

Course #	Course Title	Theory Hours	Lab Hours	Extern Hours	Semester Credits
CPSO1111*	Career Path Success	15			1.00
CPSO1112*	Career Path Success	15			1.00
CPSO1113*	Career Path Success	15			1.00
CPSO1114*	Career Path Success	15			1.00
CPSO1115*	Career Path Success	15			1.00
CPSO1116*	Career Path Success	15			1.00
MDCA1414**	Medical Assisting A	40	40		4.00
MDCA1424**	Medical Assisting B	40	40		4.00
MDCA1434**	Medical Assisting C	40	40		4.00
MDCA1444**	Medical Assisting D	40	40		4.00
MDCA1454**	Medical Assisting E	40	40		4.00
MDCA1464**	Medical Assisting F	40	40		4.00
MDCA1201**	Externship I			115	2.50
MDCA1202**	Externship II			115	2.50
Subtotals		330	240	230	35.0

* These courses are offered online.

**A portion of these courses are offered online.

For course descriptions, a breakdown of credit hours and other program-specific information, please review the Campus Catalog on concorde.edu. To learn about our graduation rates, the median debt of students who completed programs, and other important information, visit concorde.edu/disclosures.