



Medical Assisting Certificate

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, 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.

FOR MORE INFORMATION CONTACT

Vonda Godette
Chair of Medical Assisting
godettev@carteret.edu
(252) 222-6168

COURSE NUMBER/TITLE

CREDIT HOURS

SEMESTER OFFERED

ADVISING NOTES

COURSE NUMBER/TITLE	CREDIT HOURS	SEMESTER OFFERED	ADVISING NOTES
COMMUNICATION			
None			
HUMANITIES/FINE ARTS			
None			
SOCIAL/BEHAVIORAL SCIENCE			
None			
NATURAL SCIENCE / MATH			
None			
MAJOR REQUIREMENTS (14 credits)			
MED 110 Orientation to Medical Assisting	1	FA-1	
OST 149 Medical Legal Issues	3	FA-1	
MED 121 Medical Terminology I	3	FA-1	
MED 130 Admin Office Procedures I	2	FA-1	
MED 122 Medical Terminology II	3	SP1	
MED 131 Admin Office Procedures II	2	SP-1	
Other Requirements			
None			

This certificate provides individuals with the foundational knowledge and skills to function competently in an administrative or billing department of a healthcare facility.

ADDITIONAL NOTES:



**Medical Assisting
Certificate
Medical Billing & Coding**

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COMMUNICATION

None

HUMANITIES/FINE ARTS

None

SOCIAL/BEHAVIORAL SCIENCE

None

NATURAL SCIENCE / MATH

None

MAJOR REQUIREMENTS (16 credits)

MED 116 Intro to Anatomy & Physiology

4

FA-1

MED 121 Medical Terminology I

3

FA-1

MED 130 Admin Office Procedures I

2

FA-1

MED 122 Medical Terminology II

3

SP1

MED 131 Admin Office Procedures II

2

SP-1

MED-232 Medical Insurance Coding

2

SP-1

Other Requirements

None

This certificate provides individuals with the foundational knowledge and skills to function as a medical biller or coder in a healthcare facility. Students will gain familiarity with medical coding manuals and the documentation required for insurance reimbursement.

ADDITIONAL NOTES:
