

FREQUENTLY ASKED QUESTIONS

MEDICAL ASSISTING



When will the program start? A new Medical Assisting cohort is admitted every other semester at the Clarkesville Campus location and on the Blairsville Campus. There are, however, pre-requisite courses that must be completed before students may begin the program. Students who do not complete the pre-requisite courses will not be allowed to begin the Medical Assisting program.

How long does it take to complete the program? Time to complete required core courses vary according to credit load and individual student flexibility in scheduling. It will take three semesters to complete the Medical Assisting occupational courses.

What is the difference between the Medical Assisting diploma and the AAS degree in Medical Assisting? Occupational courses for both programs are the same. The difference between the degree and diploma is based on general education requirements of the program selected. You must complete the diploma before you can earn the AAS.

What diploma or degree will be issued upon completion of the program? Graduates will be issued a Medical Assisting diploma and will be prepared to sit for the American Association of Medical Assistants Certification exam.

Where will I find jobs when I complete the program? Medical Assistants work alongside physicians, mainly in outpatient or ambulatory care facilities such as medical offices and clinics. Medical Assistants are cross trained to perform administrative and clinical duties. Examples of such duties include using computer applications, answering telephones, scheduling appointments, coding and filling out insurance forms, taking medical histories, assisting the physician during exams, drawing blood, taking electrocardiograms, and removing sutures and changing dressings. NGTC provides placement counseling services through Student Affairs.

Can I still work while I am in the Medical Assisting program? Students may work while in the Medical Assisting program, but need to be aware it is difficult to balance heavy academic load with a work schedule. Work hours and childcare needs must be scheduled around the program class and clinical times.

Can my prior college coursework be applied to the program? Official college transcripts will be reviewed by the Registrar's Office per the official transfer credit rules and course validity periods outlined in the *Transfer Admission* section of *North Georgia Technical College Catalog*, which is available at www.northgatech.edu.

Are Medical Assisting classes offered in the evening or online? The Medical Assisting program curriculum (MAST courses) will be offered during the day. Some pre-requisite and core courses may be offered in the evening and online.

Does the program offer clinical opportunities? Medical Assisting students have 270 assigned clinical hours for MAST 1170. Student clinical placement will depend upon site availability.

What courses must I take while I wait to start my occupational courses?

To be eligible for entering a cohort, the following core courses must be completed prior to beginning occupational courses:

DIPLOMA PRE-REQUISITES

COURSE	TITLE	CREDIT HOURS
ENGL 1010	Fundamentals of English	3
**MATH 1012	Foundations of Mathematics	3
* **ALHS 1011	Anatomy and Physiology	5
*ALHS 1090	Medical Terminology	2

*Must have been taken within 4 years of the acceptance term to North Georgia Technical College

** Must earn a B in MATH 1012 and ALHS 1011 for entrance into the Medical Assisting Program

What courses are included in the Medical Assisting diploma program?

General Core Courses		Credit Hours
COLL 1010	College and Career Success Skills.....	3
ENGL 1010	Fundamentals of English I.....	3
MATH 1012	Foundations of Mathematics.....	3
PSYC 1010	Basic Psychology	3
Occupational Courses		
ALHS 1011	Anatomy and Physiology	5
ALHS 1090	Medical Terminology	2
MAST 1010	Legal and Ethical Concerns in the Medical Office.....	2
MAST 1030	Pharmacology in the Medical Office.....	4
MAST 1060	Medical Office Procedures.....	4
MAST 1080	Medical Assisting Skills I.....	4
MAST 1090	Medical Assisting Skills II.....	4
MAST 1100	Medical Insurance Management.....	2
MAST 1110	Administrative Practice Management.....	3
MAST 1120	Human Pathological Conditions in the Medical Office	3
MAST 1170	Medical Assisting Externship	6
MAST 1180	Medical Assisting Seminar	3

What courses are included in the Medical Assisting degree program?

General Core Courses		Credit Hours
Area I Language Arts/Communication		
ENGL 1101	Composition and Rhetoric (<i>required</i>)	3
Area II Social/Behavioral Sciences.....		
Area III Natural Sciences/Mathematics (<i>one of the following MATH's is required</i>)		
MATH	Mathematical Modeling	3
OR		
MATH 1111	College Algebra	(3)
OR		
MATH 1127	Introduction to Statistics	(3)
Area IV Humanities/Fine Arts		

General Education Elective from any area

Occupational Courses

BIOL	2113	Anatomy and Physiology I	3
BIOL	2113L	Anatomy and Physiology Lab I	1
BIOL	2114	Anatomy and Physiology II	3
BIOL	2114L	Anatomy and Physiology Lab II.....	1
COLL	1010	College and Career Success Skills.....	3
ALHS	1090	Medical Terminology	2
MAST	1010	Legal and Ethical Concerns in the Medical Office.....	2
MAST	1030	Pharmacology in the Medical Office.....	4
MAST	1060	Medical Office Procedures.....	4
MAST	1080	Medical Assisting Skills I.....	4
MAST	1090	Medical Assisting Skills II.....	4
MAST	1100	Medical Insurance Management.....	2
MAST	1110	Administrative Practice Management.....	3
MAST	1120	Human Pathological Conditions in the Medical Office.....	3
MAST	1170	Medical Assisting Externship	6
MAST	1180	Medical Assisting Seminar	3

What are the time limits on transferability of courses?

- 4 years – all ACCT, ALHS, BUSN, CIST, CLBT, COMP, NAST, EMSP, HECT, MAST, PNSG, and PHAR courses.
- 10 years – BIOL courses and all occupational courses not listed above. However, if course content and competencies have changed significantly within the 10-year period, faculty may request that students validate skills or repeat a course.
- No expiration – all general education/basic skills courses (ARTS, CHEM, ECON, EMPL, ENGL, HIST, MATH, MUSC, PHYS, PSYC, SOCI, SPCH); and courses used to satisfy elective credit requirements.

For additional information contact the Medical Assisting Program Director

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