



**Catalog Addendum No. 5**  
**2021 Catalog, Volume IV**  
**Addendum Effective: June 23, 2021**

**Medical Assisting Diploma Program** (Offered at the Fort Lauderdale location)

**36 semester credits: approximately 855 clock hours, 3 semesters, 10 months**

The Medical Assisting diploma program is designed to prepare students for positions as entry-level medical assistants in a physician’s office, or other medical facilities. This program focuses on providing instruction, through a combination of classroom, laboratory and clinical experiences, in the skills necessary to assist physicians in both the administrative and clinical duties of a medical facility. Upon successful completion of the program a diploma is granted.

**Medical Assisting Program – Clock Hours Breakdown**

In Months	10	Theory	455
In Semesters	3	Labs	220
		Externship	180
			855

**Medical Assisting Program – Tuition Breakdown**

The College’s tuition charges for its Medical Assisting program are presented below. A set of required materials, textbooks, and uniforms are provided at no additional cost.

<b>Tuition and Application Fee</b>	
Tuition	\$ 17,500
Application Fee	\$ 50
<b>Total Program Cost</b>	<b>\$ 17,550</b>

Per Course: ..... \$1750.00

Total Financial Aid Credits: .....26

Price Per Semester	
Semester One - Tuition	\$7,000
Semester Two - Tuition	\$7,000
Semester Three - Tuition	\$3,500
<b>Total Medical Assisting Program Tuition</b>	<b>\$17,500</b>

### Medical Assisting Program – Goals and Objectives:

The goal of HCI College’s Medical Assisting Program is to prepare students to perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Course Number	Required Courses	Academic Semester Hours	Financial Aid Semester Hours
HLT101	Introduction to Health Careers	3	2.5
MED101	Medical Terminology	4	2.5
MED110	Foundations of Anatomy and Physiology	4	2.5
MED231	Clinical Skills for Medical Assistants	4	2.5
MED233	Medical Procedures	3	2.5
MED242	Fundamentals of Pharmacology	4	2.5
MED251	Allied Health Clinical Skills	3	2.5
MED253	Allied Health Laboratory Skills	4	2.5
MED265	Medical Assisting Externship	4	4
MOS201	Introduction to Electronic Health Records	3	2.5
<b>Total Credits</b>		<b>36</b>	<b>26</b>

*NOTE: In the State of Florida, qualified graduates from this program may be eligible to sit for one or both of the following certifications: Registered Medical Assistant (RMA) or Certified Clinical Medical Assistant (CCMA). The*

*College makes no representation, promise, or guarantee that completion of this program either assures eligibility for or passage of any certification examination, acceptance by any state board, or that this program is intended to prepare graduates for employment in any state other than Florida. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.*

## **Medical Assisting Program - Course Descriptions**

### **HLT101                      Introduction Health Careers                      3 credit hours**

This course describes health care delivery systems and health occupations. The course also includes communication and use of interpersonal skills, legal and ethical responsibilities and provides a presentation of wellness and disease concepts. Other components of the course include recognition of and practice of safety and security procedure, recognition and response to emergency situations, factors related to the transmission of diseases, HIV/AIDS awareness, domestic violence awareness, cardio-pulmonary resuscitation, OSHA/ standard precautions blood borne pathogen awareness, infection control/hand washing, and Alzheimer's awareness. Lab included.

### **MED101                      Medical Terminology                      4 credit hours**

The student will study medical terminology including word components, definitions, spelling and pronunciation. Study will also include the use of medical references and resources for both research and practice.

### **MED110                      Foundations of Anatomy and Physiology                      4 credit hours**

This course introduces the student to the structures, functions, and interrelationships of the human body systems. The course content will include the discussion of the functions and structures of the body and the movement and support of integration and coordination.

### **MED231                      Clinical Skills for Medical Assistants                      4 credit hours**

This course develops the theory and practical components relating to universal precautions, OSHA safety regulations, aseptic technique, instrumentation, patient interviewing, taking and recording vital signs. Lab included. Prerequisite(s): MED110.

### **MED233                      Medical Procedures                      3 credit hours**

This course covers instruction in clinical skills for the allied health fields. This course focuses on preparation of the patient, pulmonary function and assisting with and documenting routine clinical procedures. Lab included. Prerequisite(s): MED110.

### **MED242                      Fundamentals of Pharmacology                      4 credit hours**

This course is the study of drugs with emphasis on concepts related to steps in the drug cycle and drug effects. A systems approach is used in learning major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. Prerequisite(s): MED101 or HLT101.

**MED251                      Allied Health Clinical Skills                      3 credit hour**

This course covers the performance and quality control for medical tests common to a medical office. Skills covered include assisting with X-ray safety and techniques, rehabilitation and therapeutic modalities and performing electrocardiograms. Lab included. Prerequisite(s): MED110.

**MED253                      Allied Health Laboratory Skills                      4 credit hours**

This course involves the study of medical laboratory procedures, and covers the collection, performance and quality control for medical tests common to a physician's office, including clinical chemistry, phlebotomy, and urinalysis. Lab included. Prerequisite(s): MED110.

**MOS201                      Introduction to Electronic Health Records                      3 credit hours**

This course introduces basic concepts of use and maintenance of an Electronic Health Records (EHR) system. Provides exposure to basic navigation of an EHR. Explores issues around privacy, security, government regulations and ethical legal aspects of the health information technology environment. Lab included.

**MED265                      Medical Assisting Externship                      4 credit hours**

This course provides experience in selected physician's offices or other health care facilities. A qualified medical professional supervises the student during this activity. Prerequisite(s): Completion of all core courses in semesters one and two.

## 2021-2024 Academic Calendar – Modular Terms\*

Class Start Date	Class End Date	Holidays / Breaks
7/6/2021	7/31/2021	
8/2/2021	8/28/2021	
8/30/2021	9/25/2021	9/6/2021- Labor Day
9/27/2021	10/23/2021	
10/25/2021	11/20/2021	
11/21/2021-11/28/2021- Thanksgiving Break		
11/29/2021	12/25/2021	12/24/2021- Christmas Eve
12/26/2021-1/9/2022- Winter Break		
1/10/2022	2/5/2022	1/17/2022- MLK Jr. Day
2/7/2022	3/5/2022	
3/7/2022	4/2/2022	
4/4/2022	4/30/2022	
5/2/2022	5/28/2022	
5/31/2022	6/25/2022	5/30/2022- Memorial Day
6/27/2022	7/23/2022	7/4/2022- Independence Day
7/25/2022	8/20/2022	
8/22/2022	9/17/2022	9/5/2022- Labor Day
9/19/2022	10/15/2022	
10/17/2022	11/12/2022	
11/14/2022	12/17/2022	11/20/2022-11/27/2022-Thanksgiving Break
12/18/2022-1/8/2023- Winter Break		
1/9/2023	2/4/2023	1/16/2023- MLK Jr. Day
2/6/2023	3/4/2023	
3/6/2023	4/1/2023	
4/3/2023	4/29/2023	
5/1/2023	5/27/2023	
5/30/2023	6/24/2023	5/29/2023- Memorial Day
6/26/2023	7/22/2023	7/4/2023- Independence Day
7/24/2023	8/19/2023	
8/21/2023	9/16/2023	9/4/2023- Labor Day
9/18/2023	10/14/2023	
10/16/2023	11/11/2023	
11/13/2023	12/16/2023	11/19/2023-11/26/2023- Thanksgiving Break
12/17/2023-1/7/2024- Winter Break		
1/8/2024	2/3/2024	1/15/2024- MLK Jr. Day
2/5/2024	3/2/2024	

\*All dates are subject to change without notice.