MAS205 - Clinical Procedures Lab (1 credit)
Students will be initiated into the clinical aspects of medical assisting, medical asepsis, sterilization and disinfection, vital signs, basic screening examinations, and correct medical record documentation; complete medical history; OSHA, CLIA, and universal precautions. Included in the tuition, students will receive a clinical skills kit that will allow them to receive hands-on training of required clinical skill sets. Students will demonstrate competencies in each clinical skill by videotaping their performance of the skill. Each skill must be successfully demonstrated and approved by the Penn Foster faculty in order to earn credit for the course and advance to the externship. If a student chooses to attend another college to perform the clinical skills demonstration, all costs associated with this will be the responsibility of the student.

MAS220 - Externship (4 credits)
When students complete all the academic courses and the clinical procedures lab, they’ll complete an externship in a health-care setting, either a family practice or in a clinic. The externship requirement is 200 hours. Students will be responsible for locating a site to be approved by the college. Students will be required to obtain professional liability insurance and complete a health verification form prior to the start of their externship.

Proctored Examination*

The Penn Foster College Grading System
Your examinations and projects will be graded on the following scale:

<table>
<thead>
<tr>
<th>Lesson Grade (Percentage)</th>
<th>Letter Equivalent</th>
<th>Rating</th>
<th>Quality Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>92-100</td>
<td>A</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>81-91</td>
<td>B</td>
<td>Good</td>
<td>3.0</td>
</tr>
<tr>
<td>75-80</td>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>70-74</td>
<td>D</td>
<td>Passing</td>
<td>1.0</td>
</tr>
<tr>
<td>Below 70</td>
<td>F</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

You must complete all three semesters, pass all courses, and achieve a cumulative Quality Point Average (QPA) of 2.0, or higher, in all studies to graduate and earn your Associate Degree.

* You’ll take a proctored examination at the end of each semester on selected courses within that semester. We make it easy because you pick the location and the person you want to supervise the examination, as long as the established policy and qualifications of Penn Foster College are met. You’ll receive complete information packets with procedures well in advance, before you complete the final coursework for each semester.

NOTE: Shipments for students with advanced standing may vary from the schedule.

We reserve the right to change program content and materials when it becomes necessary.
The Associate of Science
Medical Assistant Program

Your program consists of three semesters. To begin working toward your Associate Degree, you will first complete 15 credits of **General Studies for Medical Assistants** courses. Then you will complete the 46 credits in the three semesters of your major (Medical Assistant) to earn your Associate Degree.

You will receive credit for previous college work if you meet Penn Foster College standards. If you wish to receive credit for previous coursework, contact the college you attended and ask that your official transcripts be forwarded to Penn Foster College for evaluation. All previous college work must have been completed with a grade of “C” or better, and up to 75% of the required credits may be transferred. We will also credit your tuition for all the courses that are acceptable.

We'll send your first course materials immediately after your enrollment has been accepted. Courses will follow one at a time as you complete your required assignments, so you’ll always have learning materials to work with. As you complete each semester, an enrollment application for the next semester will be sent to you.

You will need access to a Microsoft® Windows®-based computer running Windows Vista® or later, 2.6 GHz processor (minimum), 1 GB available hard drive space and 2 GB of RAM. You will also need Microsoft® Office 2010, high-speed Internet, and an email account to enroll in this program.

Prior to Semester 3, students will be required to obtain professional liability insurance, show proof of health insurance, and complete a health verification form prior to the start of their externship. Students must locate an externship which will be approved by Penn Foster.

Here is an overview of what you’ll learn and the order in which you’ll receive your learning materials:

### General Studies for Medical Assistants

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSC104</td>
<td>Computer Applications (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td>SCI110</td>
<td>Earth Science</td>
<td>3</td>
</tr>
<tr>
<td>SSS110</td>
<td>Essentials of Psychology</td>
<td>3</td>
</tr>
<tr>
<td>HUM102</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>HUM104</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ENG115</td>
<td>Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>ENG100</td>
<td>English Composition (3 credits)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Semester 1

**HIT100 - Introduction to Allied Health (1 credit)**

This course is an introduction to health care, health information management, and the role of health information technicans in the world of allied health. The course provides an overview of the history of medicine and documentation, health-care reimbursement, technology applications in health care, professional skills, and professional organizations.

**ENG103 - Information Literacy (1 credit)**

Teaches students to become effective in finding and utilizing information at libraries and other information centers, and through electronic resources available in libraries and on the World Wide Web.

**HIT105 - Law and Ethics in Medicine (3 credits)**

Legal and ethical issues in the delivery of health care are presented. A grounding in the parts of tort and contract law that affect health-care delivery is set forth along with broad ideas concerning the future of the legal system. Special attention is given to confidentiality, privileged communication, informed consent, the elements of and defenses against malpractice, legal and practical issues commonly encountered by medical assistants, end-of-life and beginning-of-life legal and ethical issues, and the effect of managed care on ethical issues faced by health-care practitioners. (Required textbook provided with the course.)

**HIT107 - Medical Terminology (3 credits)**

The development of a vocabulary used in medicine by acquiring skills to pronounce, define, and spell word terms. Students will analyze and interpret medical reports related to specific body systems.

**SCI155 - Anatomy and Physiology 1 (3 credits)**

The anatomy and physiology of the human body is presented as an integrated science. Each major body system is described and analyzed to illustrate normal function as well as pathology. Topics include basic biochemical elements, skin, bone, muscles, the nervous system, the senses, and the endocrine system.

**SCI136 - Anatomy and Physiology 2 (3 credits)**

A continuation of Anatomy and Physiology 1. Topics include the cardiovascular system, the lymphatic system, immunity and infection control, respiration, digestion, nutrition, the urinary system, reproduction, and genetics.

**MAT106 - Math for Business and Finance (3 credits)**

Percentages, discounts, interest, present worth, sinking funds, installment buying, pricing, depreciation, investments, insurance; use of symbols and their applications; equations and formulas; importance of statistics. (Required textbook provided with the course.)

**Proctored Examination**

Students must show proof of active health-care provider CPR prior to beginning the third semester.

### Semester 2

**HIT115 - Reimbursement Methodologies (1 credit)**

This course is designed to introduce the health information technology student to major reimbursement systems in the United States. Focus is on prospective payment system, third-party payers, and billing and insurance procedures. The course also covers additional information, including prepaid health plans, fee-for-service methodologies, chargemasters, fee schedules, and managed care.

**ALH201 - Pharmacology (3 credits)**

Introduces the students to the essentials of drugs and pharmacology. The course covers drug classifications, dosage calculations, mechanisms of action, therapeutic effects, and adverse reactions of drugs commonly used in medical offices.

**ENGL21 - Business and Technical Writing (3 credits)**

Writing styles: ABC method of organizing material, grammar (parts of speech, active and passive voice, complete sentences vs. sentence fragments; parallel construction); using action verbs; constructing paragraphs; writing memos, business letters, and emails; organizing material; conducting research; documenting sources; outlining; providing illustrations; writing reports, proposals, descriptions, instructions, articles, and manuals.

**HIT203 - Medical Coding 1 (3 credits)**

The basics of coding, exploration of the ICD-9-CM and CPT manuals, examination of specialty areas such as cardiology and obstetrics/gynecology, radiology, pathology, and laboratory work.

**HIT207 - Medical Transcription 1 (3 credits)**

An introduction to the technical and legal aspects of medical transcription, as well as career opportunities available in the field. The student will begin to transcribe and format various types of medical records.

**Core Elective (3 credits) Choose one:**

- HIT109 - Confidentiality of Health Information
- HIT204 - Medical Coding 2
- ALH215 - HIPAA Compliance
- HIT208 - Medical Transcription 2
- NTR203 - Sports Nutrition

**Proctored Examination**

Students must show proof of active health-care provider CPR prior to beginning the third semester.

### Semester 3

**SCI140 - Nutrition (3 credits)**

Personal decision making about nutrition; nutrition science; water; exercise; human growth and aging; safety of the food supply; the global view.

**HUM106 - Interpersonal Communication (1 credit)**

Developing more effective personal communication skills to increase chances for professional success; increasing skills levels involving the use and selection of words, gestures, tone of voice, facial expressions, listening skills, as well as overall physical appearance.

**HIT130 - Electronic Medical Records (3 credits)**

The Electronic Medical Records Management Certificate Program provides a basic overview on how to successfully manage electronic medical records (EMRs) in different health-care settings. Students will learn EMR concepts, terminology, regulations, and procedures, and receive hands-on training using an electronic medical record.

**ALH210 - Clinical Procedures (3 credits)**

The role of pathogenic organisms in disease; how to control and prevent infection; assessing patients; the three components of patient examination: assessing vital signs; diagnostic tests; treatment procedures, major drug and medication categories.