

# SCHOOL OF HEALTHCARE

## Associate of Occupational Studies MEDICAL ASSISTING

PROGRAM LENGTH: 19 MONTHS

### Become a valued member of the medical team

The healthcare industry is expected to add over 3.1 million new jobs to the economy between 2014 and 2024.<sup>1</sup> Medical organizations need educated workers who have the knowledge and skills to help them deliver healthcare services to patients. With the right degree, you could gain the essential training you need to work in a variety of healthcare environments.

### Program objectives

Upon completion of this program students demonstrate the primary duties of medical assistants in the front-office administrative and back office clinical functions of a medical office, clinic, surgical center or hospital, which include:

- Completing patient history and measuring vital signs
- Assisting with patient examinations or treatments
- Giving patients injections as directed by the physician
- Collecting routine laboratory specimens and performing basic laboratory procedures
- Completing general medical office procedures including medical records and medical reception
- Demonstrating telephone techniques and communication skills

### Why choose Independence University?

Independence University provides the degree you need for the life you want—on your terms and on your schedule. Our online learning model allows you the freedom to pursue your degree whenever and wherever it's most convenient for you.

Our degree programs are career-focused, without elective courses that you don't need or want. Complete your associate of occupational studies degree in as few as 19 months!

IU is different from other online schools. We combine the student services and support you'd expect from a traditional, classroom-based university with the flexibility of online delivery, so you can get the ultra-personalized support you need from enrollment to graduation and beyond.

### Skills gained

- Clinical processes and procedures
- Medical assisting
- Medical billing/coding
- Medical lab processes
- Medical records
- Phlebotomy



<sup>1</sup> Source: [http://www.bls.gov/emp/ep\\_table\\_102.htm](http://www.bls.gov/emp/ep_table_102.htm).

For graduation rates, the median debt of students who completed the programs, and other data, visit [independence.edu/student-information](http://independence.edu/student-information). Independence University admits students of any race, color, and national or ethnic origin.

Associate of Occupational Studies  
**MEDICAL ASSISTING**

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Course Name	Credits
Computer Fundamentals for Healthcare Professionals	5.0
Psychology of Motivation for Healthcare Professionals	5.0
Professional Development for Healthcare Professionals	5.0
Externship I	1.0
Externship II	1.0
Externship III	1.0
Medical Terminology	5.0
Introduction to Healthcare, Documentation, Law, and Ethics	5.0

Course Name	Credits
Medical Asepsis and Electrocardiography	5.0
Medical Office Calculations	5.0
Medical Front Office Procedures	5.0
Medical Coding	5.0
Musculoskeletal, Nervous, and Integumentary Systems	5.0
Cardiac and Respiratory Systems	5.0
Endocrine, Urinary, and Reproductive Systems	5.0
Lymphatic, Immune, and Digestive Systems	5.0
Clinical Procedures	5.0

Course Name	Credits
Pharmacology and Injections	5.0
Medical Assisting Capstone	2.0

**General education:**

Communication and Public Speaking Strategies	5.0
English Writing and Composition	5.0
Psychology and Emotional Intelligence	5.0

**Total minimum number of credits: 95.0**