

# Medical Assisting

## **MA 100      MEDICAL TERMINOLOGY (20 HRS)**

Prerequisites: Enrollment in MA program  
Transfer credit accepted: 3 cr Medical Terminology  
This course introduces the student to the prefixes, suffixes, combining forms, and root words of medical language used in the health care professions. Emphasis is placed on analyzing, defining, and pronunciation of medical terminology. The course is supplemented with a series of fourteen unique audio-visual presentations using audionyms associated with each word part to aid in the student's learning.

## **MA 110      STRUCTURE AND FUNCTION OF THE HUMAN BODY (80 HRS)**

Prerequisites: Enrollment in MA program  
Transfer credit accepted: 5 cr College Human Anat/Physiology  
This course introduces basic anatomical structure and physiological principles of the human body. This course focuses on enabling students to learn and understand the anatomy (structure) and physiology (function) of the integumentary, nervous, skeletal, and muscular systems.

## **MA 120      FUNDAMENTALS OF MEDICAL ASSISTING I (30 HRS)**

Prerequisites: Enrollment in MA program  
No transfer credit accepted  
This course introduces the student to the theory and practical components of clinical medical assisting. Included are discussions and applications of standard precautions, OSHA regulations, the chain of infection, microorganisms, aseptic technique, sanitization, and sterilization. Patient assessment, proper documentation, and the taking and recording of vital signs and patient histories will be emphasized.

## **MA 155      APPLIED MATH CONCEPTS (20 HRS)**

Prerequisites: All Term I courses  
Transfer credit accepted: Passing grade on the math competency examination administered at the time of program registration.

This course includes a basic math review that includes fractions, decimals, Roman numerals, ratio and proportions, and measurement systems utilized in health care.

## **MA 160      WRITTEN COMMUNICATION (30 HRS)**

Prerequisites: Enrollment in MA program  
Transfer credit accepted: 3 cr English Composition  
This course is designed to help students develop confidence in reading, critical thinking, and writing at the certificate level. A variety of reading and writing assignments as well as intensive practice, discussion, and collaborative writing techniques in class help students to improve basic writing skills.

## **MA 175      PRINCIPLES OF LIFE-SPAN DEVELOPMENT (20 HRS)**

Prerequisites: Enrollment in MA program  
Transfer credit accepted: 3 cr Lifespan Psychology  
This course introduces concepts related to the ongoing developmental process of the human life span including physical, psychosocial, cognitive, and personality development.

## **MA 205      HUMAN DISEASES & DISORDERS (60 HRS)**

Prerequisites: Enrollment in MA program  
No transfer credit accepted  
This course introduces students to the most common diseases and disorders in the ambulatory care setting. Diagnoses, symptoms, treatments, and pharmaceuticals for these diseases and disorders will also be introduced. Material in this course is discussed as it pertains to different body systems and age groups. Patient teaching skills will also be practiced and performed during this course.

## **MA 225      FUNDAMENTALS OF MEDICAL ASSISTING II: CLINICAL SKILLS /PROCEDURES**

**(40 HRS)**  
Prerequisites: All Term I courses  
No transfer credit accepted  
This course is a continuation of MA 130. It includes discussions and applications involving the preparation of the patient for routine and specialty examinations and procedures, and the assisting of the physician in these routine and specialty exams.

The course will cover the specialties of Ophthalmology and Otolaryngology, Dermatology, Orthopedic, Endocrinology, Pulmonology, Neurology, Geriatrics, and Cardiology including performing ECG's.

**MA 230 ADMINISTRATIVE PROCEDURES FOR THE MEDICAL ASSISTANT I**

**(40 HRS)**

Prerequisites: Enrollment in MA program

No transfer credit accepted

This course introduces students to the administrative skills and functions needed by a medical assistant in the medical office setting. Organizational and communication skills are incorporated into patient information gathering, medical records management, patient scheduling, and acting in the receptionist roles as students learn and demonstrate competency in these "front office" skills. Local and National organizations for medical assistants are also emphasized. Confidentiality is stressed.

**MA 250 ESSENTIALS OF PHARMACOLOGY I**

**(30 HRS)**

Prerequisites: All Term I courses

No transfer credit accepted

This course provides students with the knowledge and practical experience to demonstrate competence in medication administration techniques including intramuscular, subcutaneous, intradermal, oral, rectal, topical, and sublingual. The Z-Track route is also discussed. Medication calculations, terminology, and abbreviations are utilized. Students also focus on proper documentation of medication administration.

**MA 263 PERSONAL INTERACTIVE SKILLS FOR THE MEDICAL OFFICE PROFESSIONAL**

**(30 HRS)**

Prerequisites: All Term I courses

No transfer credit accepted

This course focuses on professionalism issues in pt. and coworker communication and behaviors. It provides an introduction to verbal and non-verbal techniques necessary for effective communication. Topics include conflict resolution, personal boundaries, elements of professional communication and barriers to effective communication.

**MA 328 FUNDAMENTALS OF MEDICAL ASSISTING III**

**(40 HRS)**

Prerequisites: All Term I and Term II courses  
No transfer credit accepted.

This course is a continuation of MA 120 and MA 225. Students discuss and apply the preparation of patients for routine and specialty exams and the techniques needed to assist the physician with these exams and procedures. This course includes the preparation for assisting with minor surgeries and other sterile procedures. The specialty areas covered in this course include diagnostic imaging, gastroenterology, urology and male reproduction, obstetrics and gynecology, pediatrics, and office surgical care.

**MA 335 ADMINISTRATIVE PROCEDURES FOR THE MEDICAL ASSISTANT II**

**(30 HRS)**

Prerequisites: All Term I and Term II courses  
No transfer credit accepted.

This course is a continuation of MA 230. Content in this class includes bookkeeping, banking related to office management, billing, personnel and office management, and transcription. Continuation of computerized medical office practice focuses on billing and bookkeeping. An understanding of the uses and functions of office policy and procedure manuals and the revision process of these policies is included.

**MA 340 MEDICAL LABORATORY TECHNIQUES FOR THE MEDICAL OFFICE**

**(60 HRS)**

Prerequisites: Enrollment in MA program

All Term I and Term II courses

No transfer credit accepted.

This course introduces the student to basic laboratory skills emphasizing waived tests normally performed in a medical office lab. Emphasis is placed on point-of-care testing and quality control processes related to POCT. The course will cover proper specimen collection, handling, processing, and performance of tests on laboratory specimens. Specimen collection includes venipuncture and capillary draws. All procedures conform to CLIA '88, OSHA, and CLSI standards.

**MA 353            ESSENTIALS OF  
                         PHARMACOLOGY II**

**(30 HRS)**

Prerequisites: All Term I and Term II courses  
No transfer credit accepted.

This course is a continuation of MA 250. This course provides the student with the basic concepts of drug classifications, drug actions and indications. Drug dosage of frequently prescribed drugs, along with their contraindications and precautions for use are included. Medication and immunization documentation will be preformed. An overview of the principles of IV medication administration and technique will also be discussed. Students will also demonstrate a maintained competency in giving injections as completed in Essentials of Pharmacology I.

**MA 365            APPLIED ETHICS AND LAW  
                         FOR THE MEDICAL  
                         ASSISTANT**

**(20 HRS)**

Prerequisites: All Term I and Term II courses  
No transfer credit accepted.

This course introduces students to legal and ethical concepts related to healthcare, especially within the medical office. In addition, behavior as guided by professional scope of practice, codes of ethics and standards of care is addressed.

**MA 370            INSURANCE & CODING FOR  
                         THE MEDICAL ASSISTANT**

**(20 HRS)**

Prerequisites: All Term I and Term II courses  
No transfer credit accepted.

This course provides education in coding systems, including ICD-9 and CPT, and third-party billing utilized in physician's offices for billing. An overview of the types of insurance providers and their impact on reimbursement will also be included. Special attention is given to claims processing issues.

**MA 400            CLINICAL EXTERNSHIP  
                         (320 HRS)**

Prerequisites: All Term I, Term II, and Term III courses

No transfer credit accepted.

This externship provides the student with the practical opportunity to develop as a professional and gain proficiency in the clinical and

administrative skills included in the entry-level Medical Assistant role. The students will apply the practical and theoretical knowledge learned in the last three (3) Terms to the live clinical setting.

**MA 420            CRITICAL REFLECTION ON  
                         EXTERNSHIP**

**(10 HRS)**

Prerequisites: All Term I, Term II, and Term III courses

No transfer credit accepted.

These course will be a hybrid of on-line activities using ANGEL and in-class meetings. The learning experiences of individual students will be shared with the other students and students will reflect on these experiences from the perspective of both themselves and their patients.