

MEDICAL ASSISTING COURSE DESCRIPTIONS

MA 101 ANATOMY AND PHYSIOLOGY / 3 CREDITS

This course is designed to provide the foundational study of the body's systems and structures, focusing on how they interact as well as the fundamentals of microbiology in healthcare. It is planned for students who are pursuing a career in the allied health field with a minimal background in the physical and biological sciences.

MA 102 MEDICAL TERMINOLOGY / 3 CREDITS

This course introduces the student to the language used to describe anatomical structures, procedures, conditions, processes, pathology, etiology, and treatments in the medical field. Building on the foundation of prefixes, suffixes, and combining forms, the student will be immersed in terminology to help them in their career.

MA 103 MEDICAL ASSISTING I / 4 CREDITS

This course consists of theory and clinical skills necessary to assisting clinicians with medical office procedures. Skills attained include but are not limited to, measurement of vital signs, assisting with exams, documentation of medical procedures, ear and eye irrigation, patient positioning, electronic health record navigation, and much more. Universal and standard precautions are emphasized and related preventative health measures and patient instruction are provided.

MA 104 MEDICAL SOCIAL SCIENCE / 2 CREDITS

In this course interpersonal relationships are explored while helping the student navigate patient and peer interaction as well as providing the fundamentals in pharmacology including commonly prescribed drugs, laws regulating drug use, calculation of drug dosage, and a brief history on pharmaceuticals. Responses to medical emergencies are practiced with students becoming certified in CPR.

MA 105 COMPUTER APPLICATIONS / 3 CREDITS

This course is designed to develop medical office computer skills, review basic keyboarding and word processing skills, speed building for accuracy and technique, and introducing the student to the electronic medical record. Business applications will include formatting letters, tables, reports, business forms, and memorandums.

MA 106 MEDICAL OFFICE ADMINISTRATION / 4 CREDITS

This course is designed to familiarize the student with the basic medical office administration tasks required. Skills include but are not limited to; appointment templating and scheduling, alpha and numeric filing, oral communications, office inventories, equipment maintenance, emergency planning, and more.

MA 203 MEDICAL ASSISTING II / 4 CREDITS

This course consists of theory and clinical skills necessary to assist clinicians with medical office procedures including but not limited to; injection technique, electrocardiography, spirometry, urinalysis, point of care CLIA waived testing, venipuncture, finger stick, collection and handling of specimens, and much more. Patient education and instruction as well as concepts of nutrition are emphasized.

MA 206 MEDICAL OFFICE ADMINISTRATION II / 4 CREDITS

In this course the student continues to develop the medical office administrations skills necessary for their role in a clinical setting. Focus on insurance authorization, referrals, appeals and denials, ICD/CPT/HCPCS coding and billing, collection practices, record management, and banking procedures are included.

MA 208 LEGAL AND ETHICAL ISSUES / 2 CREDITS

This course assists the students in developing the knowledge of the law, medical ethics, and bioethics, to enable the medical assistant to treat patients with sensitivity and understanding. The student is also introduced to various medical codes of ethics and how these codes impact patient care.

MA 209 PRACTICUM / 8 CREDITS

Students must complete a 240-hour unpaid practicum. The student is assigned to selected physicians' offices and healthcare facilities to apply the skills and knowledge acquired in the classroom. The administrative and clinical experience may include rotation between different office environments in a variety of medical areas. Practicums are under direct supervision of an on-site preceptor. Students are identifiable as students and not used as substitutes for staff. Students are evaluated and graded on their performance. The course concludes with job search techniques including resume preparation and cover letters.