

## **MEDICAL ASSISTING COURSE DESCRIPTIONS**

### **MA 101 ANATOMY & PHYSIOLOGY**

**3 CREDITS**

This course is designed to provide accurate information about the structure and function of the human body. It is planned for students who are pursuing careers 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 of the medical field. It utilizes a workbook format and a body systems approach to the learning of medical terminology. It stresses knowledge of prefixes, suffixes and combining forms in building medical terms. Correct spelling habits, use of medical abbreviations, and proper pronunciation are also emphasized. Common disease conditions that affect each system are described. Body systems are correlated with Anatomy and Physiology.

### **MA103 MEDICAL ASSISTING I**

**3 CREDITS**

This course consists of the theory and clinical skills necessary to assist the physician with medical office procedures. Skills attained include, but are not limited to, methods of observation, measurement of vital signs, assisting with the physical examination, collection of specimens and documentation of procedures. Related preventative health measures and patient teaching are presented. Universal and Standard Precautions are emphasized.

### **MA 104 MEDICAL SOCIAL SCIENCE**

**4 CREDITS**

This course provides the student with the fundamentals of microbiology in health and disease and pharmacology including commonly prescribed drugs, laws regulating drug use, and calculation of drug dosage. Responses to medical emergencies are practiced with students becoming certified in CPR and First Responders. Interpersonal relationships within the health care field are explored.

### **MA 105 DOCUMENT PROCESSING FOR MICROCOMPUTERS**

**3 CREDITS**

This course enables the student to review basic keyboarding and word processing skills. Speed building, accuracy, and technique are stressed. Business applications include formatting letters, tables, reports, business forms and memos.

### **MA 106 MEDICAL OFFICE ADMINISTRATION I**

**4 CREDITS**

This course is designed to familiarize the student with basic medical office administration tasks. Skills include appointment scheduling, patient education, oral communication including telephone technique and written communication.

### **MA 107 COMPUTER APPLICATIONS I**

**3 CREDITS**

This course is designed to develop medical office computer skills. Using transcription machines and word processing software, the student will prepare medical reports and correspondence.

### **MA 203 MEDICAL ASSISTING II**

**3 CREDITS**

This course consists of the theory and clinical skills necessary to assist the physician with medical office procedures including laboratory techniques. Skills include, but are not limited to, assisting with minor surgical and radiological procedures, electrocardiography, administration of

medications, venipuncture and finger stick techniques, blood glucose monitoring, and blood and urine testing. Patient teaching including concepts of nutrition continues to be emphasized.

**MA 206 MEDICAL OFFICE ADMINISTRATION II**

**2 CREDITS**

In this course the student continues to develop medical office administration skills. Emphasis is on ICD/CPT insurance coding, insurance forms preparation, and billing and collection practices. Record management, inventory, banking and payroll procedures are included. The course concludes with job search techniques including resume preparation and cover letters.

**MA 207 COMPUTER APPLICATIONS II**

**2 CREDITS**

In this course the student continues to develop medical office computer skills. Using database software, the student does appointment scheduling, insurance form preparation and billing.

**MA 208 LEGAL/ETHICAL ISSUES**

**1 CREDIT**

This course assists the student in developing 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 health care facilities to apply the skills and knowledge acquired in the classroom. The administrative and clinical experience includes multiple rotations in a variety of medical areas. Practicums are under direct supervision of an on-site preceptor. The student is evaluated and graded on his/her performance.