

MEDICAL ASSISTANT (MA)

MA-110 Medical Terminology

4 credits, Fall/Winter/Spring/Summer

This course provides the foundational principles required for understanding medical terms used to communicate effectively within the healthcare field. This includes word meaning and discerning the difference between look-alike and sound-alike words through correct spelling and pronunciation. Students will develop the ability to read and comprehend the content of medical records and reports. Through the review of body systems this course includes introductions to disease processes, basic anatomy and physiology and associated terminology. This course is required prerequisite for Medical Assistant and Clinical Laboratory Assistant students.

MA-112 Medical Office Practices

4 credits, Fall

Focuses on administrative skills performed by the Medical Assistant in the ambulatory care setting. The course examines medical law and ethics, bioethics, principles of confidentiality and medical office function. Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort
Prerequisites: MA-110, and WR-101 or WR-121

Corequisites: BI-120 and MA-145

MA-115 Phlebotomy for Medical Assistants

1 credits, Spring

The focus of this course is to understand appropriate blood specimen procurement techniques using vacutainer, syringe, butterfly with syringe and capillary puncture methods and associated safety techniques. Other specifics of the blood specimen testing requirements, such as collection into the correct evacuated tube (additive), specimen handling procedures, collections of newborn screen and collection documentation are also covered. Assuring a safe, confidential and professional environment for the patient, and the phlebotomy technician. Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort
Prerequisites: MA-116, MA-117, MA-117L, MA-118, MA-118L, and MTH-054

Corequisites: MA-115L, MA-119, MA-121, and MA-121L

MA-115L Phlebotomy for Medical Assistants Lab

1 credits, Spring

The focus of this course is to demonstrate appropriate blood specimen procurement techniques using vacutainer, syringe, 'winged infusion'/ butterfly with syringe and capillary puncture methods and associated safety techniques. Other specifics of the blood specimen testing requirements, such as collection into the correct evacuated tube (additive), specimen handling procedures, collections of newborn screen and collection documentation are also covered; while assuring a safe, confidential and professional environment for the patient, and as the phlebotomy technician. Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort
Prerequisites: MA-116, MA-117, MA-117L, MA-118, MA-118L, and MTH-054

Corequisites: MA-115, MA-119, MA-121, and MA-121L

MA-116 Introduction to Medications

4 credits, Winter

Introduces the medical assistant student to the foundational concepts and principles of pharmacology; including the classifications of common medications including: indications for use, desired effect, side effect, adverse effects, and patient education. Related pathophysiology will be discussed. Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort
Prerequisites: BI-120, MA-110, MA-112, and MA-145

Corequisites: MTH-054, MA-117, MA-117L, MA-118, and MA-118L

MA-117 Clinical Lab Procedures I

1 credits, Winter

This theory course is designed to instill a basic understanding of common laboratory terminology and procedures used in a general medical office laboratory to aid the physician in the diagnosis and treatment of disease. Laboratory safety, the prevention of bloodborne disease transmission and scope of practice will be emphasized. First course in the Clinical Laboratory Procedures series. Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort
Prerequisites: BI-120, MA-112, and MA-145

Corequisites: MA-116, MA-117L, MA-118, MA-118L, and MTH-054

MA-117L Clinical Lab Procedures I Lab

1 credits, Winter

This laboratory course is designed to instill a basic understanding of common laboratory terminology and procedures used in a general medical office laboratory to aid the physician in the diagnosis and treatment of disease. Laboratory safety, the prevention of bloodborne disease transmission and scope of practice will be emphasized. This is the first course in the Clinical Lab Procedures series. Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort
Prerequisites: BI-120, MA-112, and MA-145

Corequisites: MA-116, MA-117, MA-118, MA-118L, and MTH-054

MA-118 Examination Room Techniques

5 credits, Winter

This course covers fundamental theories of clinical practice and cognitive competencies involved in safe, efficient and quality exam room patient care and provider support. Special emphasis will be placed on the principles and skills of medical and surgical asepsis, infection control and safety in all exam room practices; preventative procedures, common diagnostic testing and related pathology, use of currently accepted techniques for and equipment in medication administration (excluding IV administration), patient care and interaction, and accurate documentation. This course provides a basis for critical thinking skills in the ambulatory setting. Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort
Prerequisites: BI-101, BI-102, BI-120, BI-120L, BI-231, BI-232, BI-233, MA-110, MA-112, and MA-145

Corequisites: MA-116, MA-117, MA-117L, MA-118L, and MTH-054

MA-118L Examination Room Techniques Lab

1 credits, Winter

This course covers fundamental skills which focus on the clinical techniques and competencies (psychomotor & affective) involved in safe, efficient and quality exam room patient care and provider support. Special emphasis will be placed on the principles and skills of medical and surgical asepsis, infection control and safety in all exam room practices; preventative procedures, common diagnostic testing and related pathology, use of currently accepted techniques for and equipment in medication administration (excluding IV administration), patient care and interaction, and accurate documentation. This course provides a basis for critical thinking skills in the ambulatory setting.

Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort

Prerequisites: BI-101, BI-102, BI-120, BI-120L, BI-231, BI-232, BI-233, MA-110, MA-112, and MA-145

Corequisites: MA-116, MA-117, MA-117L, MA-118, and MTH-054

MA-119 Medical Assistant Practicum

9 credits, Spring

Under supervision within the ambulatory care setting, the student will apply both administrative and clinical knowledge and practices as attained within the Medical Assisting course curriculum. Required: Student Petition.

Prerequisites: MA-116, MA-117, MA-117L, MA-118, and MA-118L

Corequisites: MA-115, MA-115L, MA-121, and MA-121L

MA-121 Clinical Lab Procedures II

1 credits, Spring

Designed to instill a basic understanding of simple, common laboratory terminology and procedures used in a general medical office laboratory to aid the physician in the diagnosis and treatment of disease. Laboratory safety, the prevention of blood born disease transmission and scope of practice will be emphasized. Continuation of the Clinical Laboratory Procedures series. Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort

Prerequisites: MA-116, MA-117, MA-117L, MA-118, MA-118L, and MTH-054

Corequisites: MA-115, MA-115L, MA-119, and MA-121L

MA-121L Clinical Lab Procedures II Lab

1 credits, Spring

This lab course is designed to instill a basic understanding of common laboratory terminology and procedures used in a general medical office laboratory to aid the physician in the diagnosis and treatment of the disease. Laboratory safety, the prevention of bloodborne disease transmission and scope of practice will be emphasized. Continuation of the Clinical Laboratory Procedures series. Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort

Prerequisites: MA-116, MA-117, MA-117L, MA-118, MA-118L, and MTH-054

Corequisites: MA-115, MA-115L, MA-119, and MA-121

MA-135 Communications and Ethical Practices in Healthcare Settings

3 credits, Spring

This course will introduce students to a variety of communication styles, situational coping skills, and, legal and ethical skills necessary for patient interactions in a front office/receptionist entry-level position.

Also covered is utilizing an Electronic Health Record computer system to complete front desk tasks, such as written communication, registering, and scheduling patients.

MA-145 Insurance & Health Information Management

5 credits, Fall

This course introduces medical assisting students to practical applications for billing medical insurance both manually and electronically. The course is designed to instruct the student in all phases of billing and insurance procedures and entry level Electronic Health Record software for the management of medical records. It also teaches Front Office finance skills including bookkeeping, banking and collections. The students are also introduced to basic ICD-10 Diagnosis and Procedural coding skills. This course is required for medical assistant students. This course does not meet the requirements for Insurance Coder certification. Required: Student Petition.

Required: Student must be enrolled in current Medical Assistant cohort

Prerequisites: MA-110 and WR-121

Prerequisite or Corequisite: BI-120, or BI-101 and BI-102, or BI-231 and BI-232 and BI-233

Corequisites: MA-112