

MEDICAL ASSISTING (MA)

MA F100 Medical Terminology

3 Credits

Study of medical terminology, including analysis and origin of word roots, prefixes and suffixes. Understanding the word components, students will be able to build, spell and define medical words. Content will be presented by body systems focusing on terms for anatomy, diagnostic, laboratory and medical specialties. Includes use of medical dictionary, word pronunciation and abbreviations. Designed for health care professionals.

Cross-listed with HLTH F100.

Lecture + Lab + Other: 3 + 0 + 0

MA F114 Fundamentals of Anatomy and Physiology

4 Credits

Provides a basic understanding of human anatomy and physiology. Recommended for individuals interested in health careers or students desiring an introduction to anatomy and physiology prior to taking in-depth course work in this field. Students should take HLTH F114 if they took HLTH F100, and MA F114 if they took MA F100.

Recommended: HLTH F100 or MA F100; high school biology and chemistry.

Cross-listed with HLTH F114.

Lecture + Lab + Other: 4 + 0 + 0

MA F142 Clinical Procedures I

4 Credits

Introduction to the theoretical basis and performance competencies for the clinical duties performed by medical assistants in outpatient facilities. Includes care of patients in the examining room, use and care of medical instruments and supplies, assisting physicians with clinical procedures, administering medications, and introduction to clinical laboratory procedures. Documentation of positive antibody titer for hepatitis B, current immunizations or titers for measles, mumps, rubella and varicella. Flu shot and two 2-step PPDs within the past year and departmental approval. Other specific immunizations as required by externship sites.

Prerequisites: MA F100; HLTH F116; HLTH F122 or or current AHA BLS for healthcare provider CPR and First Aid card.

Lecture + Lab + Other: 3 + 2 + 0

MA F144 Administrative Procedures for the Medical Assistant

6 Credits

Offered Fall and Spring

This is an in-depth examination of the administrative medical assistant office duties, including: reception, telephone procedures, public relations, professionalism, medical practice and financial management in the health care setting, written communications, paper and EHR, HIPAA, and billing and coding procedures. This course emphasizes the importance of accuracy and attention to detail, not only in documentation but in all areas of medical assisting practice.

Prerequisites: MA F100, MA F144, HLTH F116, WRTG F111X.

Lecture + Lab + Other: 5 + 2 + 0

MA F244 Clinical Procedures II

4 Credits

Offered As Demand Warrants

Theoretical basis and performance competencies for the clinical duties performed by medical assistants in outpatient facilities. Includes urinalysis, electrocardiograph, subcutaneous and intramuscular injections, routine laboratory procedures, venipuncture, emergencies, and assisting with specialty examinations. Documentation of positive antibody titer for hepatitis B, current immunizations or titers for measles, mumps, rubella and varicella. Flu shot and two 2-step PPDs within the past year and departmental approval. Other specific immunizations as required by externship sites.

Prerequisites: MA F100; MA F114 (preferred) or BIOL F100X; HLTH F116; MA F142; HLTH F122 or current AHA BLS for healthcare provider CPR and First Aid card.

Lecture + Lab + Other: 3 + 2 + 0

MA F247 Introduction to Pharmacology

2 Credits

Introduction to the use of therapeutic medications in medical settings. Includes classifications of drugs, clinical use and adverse effects of the 50 most commonly prescribed medications.

Prerequisites: HLTH F100; HLTH F114 or BIOL F100X.

Lecture + Lab + Other: 2 + 0 + 0

MA F261 Medical/Dental Office Reception Practicum

2 Credits

Offered As Demand Warrants

Provides the student with 80 hours of practicum work in a medical or dental office, with additional time required for meeting with the campus practicum coordinator. Students will be expected to perform any and all duties of a receptionist in a medical/dental care setting. Satisfies practicum experience requirement for medical/dental reception certificate. May be used to partially satisfy practicum experience requirement of medical assistant A.A.S. degree certificate. Students part of the medical assisting program should take the MA F261 section of this course.

Prerequisites: HLTH F122; enrollment by special permission only.

Recommended: Students taking MA F261 should have passed MA F144, and students taking HLTH F261 should have passed HLTH F132 and HLTH F234.

Cross-listed with HLTH F261.

Lecture + Lab + Other: 0 + 0 + 6

MA F267 Medical Assisting Practicum Completion

2-4 Credits

Provides 100 hours of practicum work in the back office of a medical clinic for medical assisting students. Additional contact time required for meeting with the campus practicum coordinator. MA F267 combined with HLTH F261 provides experience equivalent to that in MA F268 and satisfies the practicum requirement for the medical assistant certificate and A.A.S.

Prerequisites: HLTH F122; HLTH F132; HLTH F234; MA F142; MA F244; enrollment by special permission only.

Lecture + Lab + Other: 0 + 0 + 8

MA F268 Medical Assisting Practicum

4 Credits

Provides the student with 180 hours of hands-on practicum work in an outpatient health, with additional time required for meeting with the campus practicum coordinator. Students will not receive compensation/ payment, monetary or otherwise for the practicum experience. This is the last course in the medical assistant A.A.S. degree and certificate program for students who have not taken any specialized certificates during their course of study. During their practicum, students will be expected to perform procedures learned throughout the medical assisting curriculum. The combination of HLTH F261 and MA F267 may be substituted for MA F268 to satisfy the degree requirements.

Prerequisites: HLTH F122, HLTH F132, MA F142, HLTH F234, MA F244; enrollment by special permission only.

Lecture + Lab + Other: 0 + 0 + 12