

MEDICAL ASSISTING (MA)

MA F100 Medical Terminology

3 Credits

Offered Fall, Spring and Summer

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

Offered Fall and Spring

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.

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

Cross-listed with HLTH F114.

Special Notes: Students should take HLTH F114 if they took HLTH F100, and MA F114 if they took MA F100.

Lecture + Lab + Other: 4 + 0 + 0

MA F142 Clinical Procedures I

4 Credits

Offered Fall and Spring

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 or immunizations for Hepatitis B, two MMRs, two varicella and negative 2-step PPD within the past year. Other specific immunizations as required by externship sites. Departmental approval required.

Prerequisites: MA F100; MA F114; HLTH F116; HLTH F122 or current AHA BLS for Health Care 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 F114, HLTH F116, WRTG F111X.

Lecture + Lab + Other: 6 + 0 + 0

MA F244 Clinical Procedures II

4 Credits

Offered Fall and Spring

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 current immunizations or titers for hepatitis B, measles, mumps, rubella and varicella. Flu shot and two 2-step PPDs within the past year. Other specific immunizations as required by externship sites. Departmental approval.

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

Offered Fall and Spring

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: MA F100; MA 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.

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.

Special Notes: Students part of the Medical Assisting program should take the MA F261 section of this course.

Lecture + Lab + Other: 0 + 0 + 6

MA F267 Medical Assisting Practicum Completion

2-4 Credits

Offered As Demand Warrants

Provides 100 hours hands on experience in back office of outpatient healthcare facility for Medical assisting students. Additional contact time required for meeting with instructor. MA F267 combined with MA F261 provides experience equivalent to that in MA F268 and satisfies the practicum requirement for the medical assistant programs.

Prerequisites: HLTH F122; MA F100; MA F114; MA F142; MA F144; MA F244; MA F247; enrollment by special permission only; completion of all Medical Assisting program courses with a C or better in each class; departmental approval.

Lecture + Lab + Other: 0 + 0 + 8

MA F268 Medical Assisting Practicum

4 Credits

Offered Fall, Spring and Summer

Provides 180 hours of experience in an outpatient healthcare facility. Additional time required for meeting with instructor. Students will not receive compensation for practicum. Students will be expected to perform procedures learned throughout the medical assisting curriculum. The combination of MA F261 and MA F267 may be substituted for MA F268. All courses required for the certificate program must be completed the following courses prior to enrolling. Documentation of positive antibody titer or immunizations for Hepatitis B, two MMRs, two varicella and negative 2-step PPD within the past year. Other specific immunizations as required by externship sites. Departmental approval required.

Prerequisites: HLTH F116; HLTH F122; MA F100; MA F114; MA F142; MA F144; MA F244; MA F247; WRTG F111X.

Special Notes: This is the last course in the Medical Assisting Certificate degree program.

Lecture + Lab + Other: 0 + 0 + 12