Medical Assisting (MA)

Community and Technical College
Allied Health Program (https://www.ctc.uaf.edu/academics/allied-health/)
907-455-2800

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.

Cross-listed with HLTH F100.

Special Notes: Includes use of medical dictionary, word pronunciation and abbreviations; designed for health care professionals.

Lecture + Lab + Other: 3 + 0 + 0
Grading System: Letter Grades with option of Plus/Minus

MA F114  Fundamentals of Anatomy and Physiology
4 Credits
Offered Fall, Spring and Summer
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
Grading System: Letter Grades with option of Plus/Minus

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 urinalysis, electrocardiograph, subcutaneous and intramuscular injections, routine laboratory procedures, venipuncture, emergencies, and assisting with specialty examinations.

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; 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.

Lecture + Lab + Other: 3 + 2 + 0
Grading System: Letter Grades with option of Plus/Minus

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.

Prerequisites: MA F100; MA F114; HLTH F116; HLTH F122 or current AHA BLS for healthcare provider CPR and First Aid card; 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.

Lecture + Lab + Other: 3 + 2 + 0
Grading System: Letter Grades with option of Plus/Minus

MA F144  Administrative Procedures for the Medical Assistant
5 Credits
Offered Fall and Spring
This is an in-depth examination of office duties, including: reception, telephone procedures, public relations, professionalism, medical practice and financial management in the health care setting. Also includes written communications, EHR, HIPAA, and billing and coding procedures. The importance of accuracy and attention to detail is emphasized.

Prerequisites: MA F100, MA F114, HLTH F116, WRTG F111X.

Lecture + Lab + Other: 5 + 0 + 0
Grading System: Letter Grades with option of Plus/Minus
MA F268  Medical Assisting Practicum
4 Credits
Offered Fall, Spring and Summer
Provides 180 hours of hands-on experience in an outpatient healthcare facility. Students will gain both front office and back office experience. Additional time required for meeting with the instructor. Students will not receive compensation for practicum. Students will be expected to perform procedures learned throughout the medical assisting curriculum.
Prerequisites: HLTH F116; HLTH F122; MA F100; MA F114; MA F142; MA F144; MA F244; MA F247; WRTG F111X; 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.
Special Notes: This is the last course in the Medical Assisting Certificate degree program; all courses required for the certificate program must be completed prior to enrolling.
Lecture + Lab + Other: 0 + 0 + 12
Grading System: Pass/Fail Grades