

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. Designed for health care professionals.

Cross-listed with HLTH F100.

Special Notes: Includes use of medical dictionary, word pronunciation and abbreviations.

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.

Prerequisites: 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 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

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 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

Grading System: Letter Grades with option of Plus/Minus

MA F247 Introduction to Pharmacology

3 Credits

Offered Fall, Spring and Summer

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: 3 + 0 + 0

Grading System: Letter Grades with option of Plus/Minus

MA F261 Medical/Dental Office Reception Practicum

2 Credits

Offered As Demand Warrants

Provides students with 80 practicum hours in a medical or dental front 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.

Prerequisites: HLTH F122; enrollment by special permission only.

Recommended: Students taking HLTH 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 HLTH F261 section of this course.

Lecture + Lab + Other: 0 + 0 + 6

Grading System: Pass/Fail Grades

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

Grading System: Pass/Fail Grades

Repeatable for Credit: May be taken 1 time for up to 4 credits

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. 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

Grading System: Pass/Fail Grades