

# MEDICAL ASSISTING (MA)

## MA-1010 Introduction to Medical Terminology 2 Credits

Introduction to medical terminology used by health care professionals with emphasis on basics of word building, defining, spelling, reading practice, and pronunciation. Designed to provide students with a foundation for medical word building and to help students who intend to enroll in Medical Terminology I and/or Anatomy and Physiology.

*Lecture: 2 hours*

*Prerequisite(s): None.*

## MA-1020 Medical Terminology I 3 Credits

Terminology utilized by health care professionals. Emphasis on correct spelling, definition, and pronunciation. Usage of basic and complex medical terms related to the body as a whole, and to the musculoskeletal, digestive, respiratory, urinary, female reproductive, male reproductive and cardiovascular systems. Proficient use of medical dictionary emphasized.

*Lecture: 3 hours*

*Prerequisite(s): None.*

*OAN Approved: Transfer Assurance Guide OHL020 and Career Technical Assurance Guide CTMT001.*

## MA-1321 Medical Office Laboratory Procedures 2 Credits

Theory of the principles of specimen collection and laboratory testing in the physician's office laboratory (POL). Emphasis placed on proper collection and handling technique for reliability of results. Anatomy and physiology of the blood and urinary systems are presented along with corresponding POL testing methods.

*Lecture: 2 hours*

*Prerequisite(s): ENG-1010 College Composition I, or ENG-101H Honors College Composition I; and MATH-0955 Beginning Algebra or qualified Math placement; and MA-1010 Introduction to Medical Terminology; and concurrent enrollment in MA-132L Medical office Laboratory Procedures, and departmental approval: admission to Medical Assisting program.*

## MA-132L Medical Office Laboratory Procedures 1 Credit

Laboratory component to the Medical Office Laboratory Procedures course. Practice of specimen collection, processing and testing methods in the Physician Office Lab. Includes venipuncture and capillary collection as well as urinalysis, microbiology, chemistry, hematology, serology and immunohematology specimen analysis.

*Laboratory: 3 hours*

*Prerequisite(s): ENG-1010 College Composition I, or ENG-101H Honors College Composition I; and MATH-0955 Beginning Algebra or appropriate math placement score; and MA-1010 Introduction to Medical Terminology; and concurrent enrollment in MA-1321 Office Laboratory Procedures, and departmental approval: admission to Medical Assisting program.*

## MA-1403 Basic Clinical Medical Assisting 1 Credit

Discussion of the fundamental theories of medical assisting including basic pharmacology, nutrition and first aid/emergency practices in the physician's office.

*Lecture: 1 hours*

*Prerequisite(s): ENG-1010 College Composition I, or ENG-101H Honors College Composition I; and MATH-0955 Beginning Algebra or qualified Math placement; and MA-1010 Introduction to Medical Terminology or MA-1020 Medical Terminology I; and concurrent enrollment in MA-140L Basic Clinical Medical Assisting Lab, and departmental approval: admission to Medical Assisting program.*

## MA-140L Basic Clinical Medical Assisting Lab 1 Credit

Laboratory component to MA1403- Basic Medical Assisting course. Practice of medication administration, nutrition coaching and first aid for the physician's office.

*Laboratory: 3 hours*

*Prerequisite(s): ENG-1010 College Composition I, or ENG-101H Honors College Composition I; and MATH-0955 Beginning Algebra or qualified Math placement; and MA-1010 Introduction to Medical Terminology or MA-1020 Medical Terminology I; and concurrent enrollment in MA-1403 Basic Clinical Medical Assisting; and departmental approval: admission to the Medical Assisting program.*

## MA-1503 Administrative Procedures for the Medical Office 2 Credits

Prepares students to handle the day-to-day front office operations in a medical facility. Office communications are simulated by typing various forms of correspondences seen in the physician's office. receiving and sorting of incoming mail, scheduling appointments and surgeries, setting up new offices, phone techniques and etiquette, maintaining medical records, and Health Insurance Portability and Accountability Act (HIPAA) emphasized. Learn the skills necessary to become an office manager, including terminations, hirings, bookkeeping and finances. Emphasis is placed on electronic technology used in today's medical office practices.

*Lecture: 2 hours*

*Prerequisite(s): ENG-1010 College Composition I, or ENG-101H Honors College Composition I; and MATH-0955 Beginning Algebra or qualified math placement; and MA-1010 Introduction to Medical Terminology or MA-1020 Medical Terminology I; and concurrent enrollment in MA-150L Administrative Procedures Laboratory, and departmental approval: admission to Medical Assisting program.*

### **MA-150L Administrative Procedures Laboratory**

#### **1 Credit**

Laboratory component of Administrative Procedures for the Medical Office course. Practice handling the day-to-day operations in the front office of a medical practice. Communicate both verbally and non-verbally, receiving and sorting mail, appointment scheduling (both manually and electronically), filing, handling prescription refills, telephone techniques, maintaining medical records, finances and banking of the practice, human resources, marketing and customer service techniques. Protection of patient information and records, including the Health Insurance Portability and Accountability Act (HIPAA). Strong emphasis in teaching and learning the Electronic Medical Health Record.

*Laboratory: 3 hours*

*Prerequisite(s): ENG-1010 College Composition I, or ENG-101H Honors College Composition I; and MATH-0955 Beginning Algebra or qualified math placement; and MA-1010 Introduction to Medical Terminology or MA-1020 Medical Terminology I, or concurrent enrollment in MA-1503 Administrative Procedures for the Medical Office and departmental approval: admission to Medical Assistant program.*

### **MA-1600 EKG - Electrocardiogram Fundamentals**

#### **1 Credit**

Theory and practice of 12-lead EKG that allows certification as an EKG Technician by the National Health Career Association upon completion of the course. Emphasis placed on identifying normal rhythm strips and assessing for artifacts, definitions of medical terminology of the cardiovascular system, application of universal precautions and patient safety

*Laboratory: 2 hours*

*Prerequisite(s): Departmental approval.*

### **MA-1820 Independent Study/Research in Medical Assisting**

#### **1-3 Credits**

Directed individual study. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

*Lecture: 1-3 hours*

*Prerequisite(s): Departmental approval, and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.*

### **MA-182H Honors Independent Study in Medical Assisting**

#### **1-3 Credits**

Honors-level directed individual study. Must meet criteria set forth in the Honors Course Checklist used to approve regular honors courses. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

*Lecture: 1-3 hours*

*Prerequisite(s): Departmental approval and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test; and must have earned an A or B in at least 3 honors courses. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.*

### **MA-2010 Medical Terminology II**

#### **2 Credits**

Terminology utilized by health care professionals. Emphasis on spelling, definition, pronunciation, and usage of basic and complex medical terms related to oncology and psychiatric care; and the hematology, lymphatic, integumentary, special senses (eye and ear), and endocrine systems. Emphasis on reading, translating and composing medical documents. Proficient use of medical dictionary emphasized.

*Lecture: 2 hours*

*Prerequisite(s): MA-1020 Medical Terminology I, or departmental approval: related work experience.*

### **MA-2110 Reimbursement for Physician Services**

#### **2 Credits**

Basic overview of insurance forms, terms, and coding methodologies used in the physician office. Introduction to reimbursement methodologies and claims processing procedures for the medical office. Review basics of CPT, ICD 9, and HCPCS. Includes electronically filing a CMS1500 form and completing "clean claims", and how to follow up on rejected claim forms. Also provides a brief introduction of ICD 10.

*Lecture: 2 hours*

*Prerequisite(s): MATH-1100 Mathematical Explorations and departmental approval.*

### **MA-2413 Advanced Clinical Medical Assisting**

#### **3 Credits**

Theory necessary for the medical assistant (MA) to perform and assist with advanced procedures in the physician's office, clinic, and other ambulatory settings. Coverage of body systems in relation to specialized exams/treatments, laboratory/diagnostic.

*Lecture: 3 hours*

*Prerequisite(s): MA-1321 Medical Office Laboratory Procedures, and MA-132L Medical Office Laboratory Procedures Lab, and MA-1402 Basic Clinical Medical Assisting, and MA-140L Basic Clinical Medical Assisting Lab, and MA-1503 Administrative Procedures for the Medical Office, and MA-150L Administrative Procedures Laboratory, MA1600- EKG- Electrocardiogram Fundamentals, and concurrent enrollment in MA-241L Advanced Clinical Assisting Lab.*

*OAN Approved: .*

### **MA-241L Advanced Clinical Assisting Lab**

#### **1 Credit**

Laboratory component to Advanced Clinical Assisting course. Practice psychomotor skills required by the medical assistant to perform advanced procedures in the physician's office, clinic, or family practice centers. Emphasis will be placed on mastering skills related to ophthalmology, otology, gastroenterology, reproduction, obstetrics, gynecology, pediatrics, orthopedics, neurology, mental health, dermatology, pulmonary, and geriatric medicine.

*Laboratory: 2 hours*

*Prerequisite(s): MA-1321 Medical office Laboratory Procedures, and MA-132L Medical office Laboratory Procedures, and MA-1402 Basic Clinical Medical Assisting, and MA-140L Basic Clinical Medical Assisting Lab, and MA-1503 Administrative Procedures for the Medical Office, and MA-150L Administrative Procedures Laboratory, and concurrent enrollment in MA-2413 Advanced Clinical Medical Assisting.*

*OAN Approved: .*

**MA-2420 Medical Assisting Certification Exam Review****1 Credit**

Global review of general knowledge, administrative functions, and clinical skills in relation to medical assisting. Special focus on exam content outline topics to assist student preparing to take national credentialing examinations for medical assisting.

*Lecture: 1 hours*

*Prerequisite(s): Departmental approval.*

**MA-2600 Patient Navigator Fundamentals****2 Credits**

Introduction to basic patient navigation techniques: Patient resources, health promotion, preventative medicine, professional conduct, patient interviewing techniques. Learning how to recognize health disparities and increase health literacy.

*Lecture: 2 hours*

*Prerequisite(s): Departmental approval: admission to Patient Navigator Program.*

**MA-2610 Advanced Health Care Delivery Coordination****2 Credits**

Advanced training in competent delivery of coordination care in the ambulatory and the inpatient settings to patients with chronic illness and assist with end-of-life care. Includes navigation between the medical team, patients and their families.

*Lecture: 2 hours*

*Prerequisite(s): Departmental approval: admission to Patient Navigator program.*

**MA-2620 Patient-Centered Medical Home****2 Credits**

Advanced training for students to work with Patient-Centered Medical Homes by coordinating care between the medical team and the patient. Includes concepts, applications, intervention strategies, and implementations for successful patient care.

*Lecture: 2 hours*

*Prerequisite(s): Departmental approval: admission to Patient Navigator program.*

**MA-2820 Advanced Independent Study/Research in Medical Assisting****1-3 Credits**

Directed individual advanced study. Study/research title and specific content arranged between instructor and student. May be repeated for a maximum of six credits of different topics.

*Lecture: 1-3 hours*

*Prerequisite(s): Departmental approval, and instructor approval, and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test. Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.*

**MA-2841 Patient Navigator Practicum****1 Credit**

Capstone course in Patient Navigator Professional Certificate. Review of Patient Navigator principles, procedures and practical applications. Compare and contrast various clinical settings. Supervised clinical experience in a medical setting (inpatient or outpatient). Students will perform duties of a patient navigator under the auspices of a preceptor at the site.

*Other Required Hours: 105 hours per semester at practicum/clinical site.*

*Prerequisite(s): Departmental approval: admission to Patient Navigator program and concurrent enrollment in MA-2620 Patient-Centered Medical Home.*

**MA-2860 Medical Assisting Practicum****2 Credits**

Capstone course in Medical Assisting. Supervised clinical experience in a physicians office, clinic or family practice center. Students perform duties of a medical assistant while rotating through administrative and clinical areas of a physicians office, clinic or family practice center.

*Other Required Hours: Practicum: 210 hours per semester.*

*Prerequisite(s): MA-1503 Medical Office Procedures, and concurrent enrollment in MA-2413 Advanced Clinical Medical Assisting, and concurrent enrollment in MA-2980 Medical Assisting Seminar.*

**MA-2980 Medical Assisting Seminar****1 Credit**

Principles, procedures, and practical application of administrative, clinical and special medical assisting procedures. Opportunity to compare and contrast practices in various clinical settings. Discussion of certification and preparation to function as a certified medical assistant. Discussion of future trends in medical assisting profession.

*Other Required Hours: Seminar: 1 hour per week.*

*Prerequisite(s): Concurrent enrollment in MA-2860 Medical Assisting Practicum, or departmental approval.*