

MEDICAL ASSISTING (MA)

MA 109 HEALTH INFORMATION TECHNOLOGY

1 unit

Enrollment Limitation: *Acceptance into the Medical Assisting Program*

Practical use of Electronic Health Records (EHRs) in actual medical settings, which cover the cycle of health care delivery in a physician's office including front office, back office, and medical billing/coding. Real-life scenarios will be given to practice the creation of electronic charting. Total of 9 hours lecture and 27 hours laboratory.

Grade Mode: *Letter Grade*

MA 110 MEDICAL OFFICE MICROCOMPUTER MANAGEMENT APPLICATIONS

1 unit

Enrollment Limitation: *Acceptance into Medical Assisting Program*

Introduction to concepts and skills needed in the medical office through spreadsheets, accounts receivable, insurance entry, patient demographic entry, and scheduling systems through hands-on computer simulations. Total of 9 hours lecture and 27 hours laboratory.

Grade Mode: *Letter Grade*

MA 111A ADMINISTRATIVE MEDICAL OFFICE PROCEDURES I

4 unit

Enrollment Limitation: *Acceptance into the Medical Assisting Program*

Administrative office procedures for medical assistants. Topics include: responsibilities of the medical assistant, therapeutic communication, human relations, computers in the ambulatory care setting, written communication, telephone techniques, appointment scheduling, patient processing, and accuracy and maintenance of health records. Total of 54 hours lecture and 54 hours laboratory.

Grade Mode: *Letter Grade*

MA 111B ADMINISTRATIVE MEDICAL OFFICE PROCEDURES II

4 unit

Prerequisite(s): *MA 111A*

Enrollment Limitation: *Acceptance into the Medical Assisting Program*

Advanced administrative Office Procedures for medical assistants. Topics include: legal principles, healthcare law & ethics, daily operations and safety, accounting principles, and advanced ambulatory care administration. Total of 54 hours lecture and 54 hours laboratory.

Grade Mode: *Letter Grade*

MA 120 INDEPENDENT STUDY

1 unit

Enrollment Limitation: *Enrollment in Medical Assistant Program and Program Director approval*

Participation in research and various clinical projects, including experience in clinical or simulated practice settings, practical laboratory assignment, lecture attendance, literature review, and community projects. Total of 54 hours laboratory.

Grade Mode: *Letter Grade*

MA 122A CLINICAL MEDICAL OFFICE PROCEDURES I

2 unit

Enrollment Limitation: *Acceptance in the Medical Assistant program (clinical)*

Infection control, disease transmission and the body's response to infection, medical asepsis, OSHA standards, biohazard management, vital signs, and medical record documentation and maintenance in the medical office. Acceptance in the Medical Assistant program (clinical). Total of 27 hours lecture and 36 hours laboratory.

Grade Mode: *Letter Grade*

MA 122B CLINICAL MEDICAL OFFICE PROCEDURES II

2 unit

Prerequisite(s): *MA 122A*

Enrollment Limitation: *Acceptance in the Medical Assistant program (clinical)*

Patient medical history and interviewing techniques used to assist the physician with physical exams, minor surgeries, setting up a sterile field, classification of surgical instruments used in minor surgery, suture and staple removal, bandaging, sterile dressing change, and sterilization techniques. Total of 27 hours lecture and 36 hours laboratory.

Grade Mode: *Letter Grade*

MA 122C CLINICAL ASSISTING TECHNIQUES III

4 unit

Prerequisite(s): *MA 122B and enrollment in or completion of MA 124*

Administration of medication and pharmacology. Patient education. Techniques of assisting in a medical specialist's office. Electrocardiographic methods. Bandaging and first aid. Nutrition and diet modification. Theory of physical therapy. Total of 54 hours lecture and 72 hours laboratory.

Grade Mode: *Audit, Letter Grade*

MA 124 PHLEBOTOMY & LABORATORY PROCEDURES FOR MEDICAL ASSISTANTS

3 unit

Enrollment Limitation: *Acceptance into the Medical Assistant program (Clinical)*

Phlebotomy, specimen collection, point-of-care testing, infection control, and safety practices in the medical office. Safe operation of laboratory equipment and review of current regulatory issues (CLIA), legal considerations (HIPAA), and OSHA standards. For students accepted to the Medical Assistant program. Total of 36 hours lecture and 54 hours laboratory.

Grade Mode: *Letter Grade*

MA 126 PHARMACOLOGY FOR MEDICAL ASSISTANTS

2 unit

Prerequisite(s): *MA 115 and enrollment in Medical Assisting Program*

Introduction to the principles of pharmacology and medication administration in the ambulatory setting. Reading, interpreting and documenting medication orders. Calculating dosages for nonparenteral and parenteral medications used in the ambulatory setting. Common medications used in each body system. Total of 27 hours lecture and 27 hours laboratory.

Grade Mode: *Audit, Letter Grade*

MA 127 MEDICAL INSURANCE

3 unit

Prerequisite(s): MA 110 and 115

Types of health insurance and billing procedures. Procedure codings. International Classification of Diseases – Clinical Modifications. Total of 54 hours lecture.

Grade Mode: *Audit, Letter Grade*

MA 128 PRACTICUM EXPERIENCE IN THE MEDICAL OFFICE

4 unit

Enrollment Limitation: *Acceptance into Medical Assisting Program*

Completion of all required courses in the program with a Grade C or higher before practicum assignment

Unpaid practicum experience under professional supervision in an ambulatory healthcare setting allowing students to bridge the gap between classroom skills to hands-on learning for safe and effective performance of administrative and patient care in the medical office. Total of 18 hours Lecture and 162 hours laboratory.

Grade Mode: *Letter Grade*