

# MEDICAL ASSISTING

## MEDICAL ASSISTING (MA)

DIVISION: Health Sciences

### MA 109 HEALTH INFORMATION TECHNOLOGY

**1 unit**

**Enrollment Limitation:** *Acceptance in the Medical Assistant, Patient Intake, or Medical Scribe programs*

Practical use of Electronic Health Records (EHRs) in actual medical settings, which cover the cycle of health care delivery documented in a physician's office including front office, back office, and medical billing/coding. Use of real-life scenarios to practice the creation of electronic charting. Total of 18 hours lecture.

**Grade Mode:** *Letter Grade*

### MA 110 MEDICAL OFFICE MICROCOMPUTER MANAGEMENT APPLICATIONS

**1 unit**

**Enrollment Limitation:** *Acceptance in the Medical Assistant, Patient Intake Specialist, and Medical Scribe programs*

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 in a Practice Management System. Total of 18 hours lecture.

**Grade Mode:** *Letter Grade*

### MA 111A ADMINISTRATIVE MEDICAL OFFICE PROCEDURES I

**3 unit**

**Enrollment Limitation:** *Acceptance in the Medical Assistant or Patient Intake programs*

Administrative office procedures for medical assistants. Topics include: role and responsibilities of the medical assistant, concepts of effective communication, administrative functions, and protective practices. Total of 54 hours lecture

**Grade Mode:** *Letter Grade*

### MA 111B ADMINISTRATIVE MEDICAL OFFICE PROCEDURES II

**3 unit**

**Prerequisite(s):** MA 111A

**Enrollment Limitation:** *Acceptance in the Medical Assisting Program*

Advanced administrative office procedures for medical assistants. Topics include: legal principles and healthcare laws, accounting principles, and ethical and professional considerations in patient care. Total of 54 hours lecture.

**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 or Patient Intake programs*

Medical record documentation and maintenance, vital signs, infection control, disease transmission and the body's response to infection, medical asepsis, OSHA standards, and biohazard management. 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 Assisting Administrative and Clinical program*

Patient care responsibilities. Assist physician with patient exams, minor surgeries, set up a sterile field, suture and/or staple removal, 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**

**Enrollment Limitation:** *Enrollment in the Medical Assistant Program*

Theory and techniques of the fundamental skills for the medical assistant's role in medical office specialties. Procedure skills include those associated with nutrition, electrocardiography, medical emergencies, dermatology, allergy and infectious disease, gastroenterology, orthopedics and rheumatology, neurology, behavioral health, endocrinology, cardiology, pulmonology, urology and male reproduction, obstetrics and gynecology, pediatrics and geriatrics. Emphasis is placed on competency-based skills and techniques. Total of 54 hours of lecture and 72 hours of laboratory.

**Grade Mode:** *Letter Grade*

**MA 124 PHLEBOTOMY AND LABORATORY PROCEDURES FOR MEDICAL ASSISTANTS****3 unit****Enrollment Limitation:** *Acceptance into the Medical Assistant Administrative and Clinical program*

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. Total of 36 hours lecture and 54 hours laboratory.

**Grade Mode:** *Letter Grade***MA 126 INTRODUCTION TO PHARMACOLOGY****2 unit****Enrollment Limitation:** *Enrollment in the 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 AND REIMBURSEMENT****3 unit****Enrollment Limitation:** *Acceptance in the Medical Assistant or Patient Intake programs*

Overview of the different types of health insurance and billing procedures. Introduction to Procedure codings. International Classification of Diseases and Clinical Modifications and HCPCS. A general overview of the universal claim form and fee schedules. Total of 54 hours lecture.

**Grade Mode:** *Letter Grade***MA 128 PRACTICUM - MEDICAL OFFICE EXPERIENCE AND CMA EXAM PREPARATION****3.5 unit****Enrollment Limitation:** *Acceptance into Medical Assisting Program*

Performance of medical office administrative tasks and clinical procedures under professional supervision in an ambulatory healthcare setting. Provides hands-on practicum experience to bridge the gap between classroom skills to hands-on learning for safe and effective performance of administrative duties and patient care in the medical office. Practice and preparation for CMA exam. Total of 18 hours lecture and 160 hours laboratory.

**Grade Mode:** *Letter Grade*