

MEDICAL ASSISTING (MED)

MED 101 Introduction to Medical Assisting (1 Credit)

15 lecture, 1 total contact hours

In this course, students will be introduced to the field of medical assisting and the healthcare team. Students will explore the role of the medical assistant, including professionalism, duties, responsibilities, and medical specialties. Students will also learn effective communication, medical law and ethics, and compliance and regulatory issues affecting the role of the medical assistant. Level I Prerequisite: Academic Reading Level 5; Academic Writing Level 3; MED 104, MED 112, MED 114 and MED 116, must enroll concurrently in all courses

MED 104 Medical Assistant Math and Pharmacology (1 Credit)

15 lecture, 1 total contact hours

In this course, students will review basic math, learn how to safely calculate drug dosages, and administer medications by oral, injectable, and other routes. Students will also learn the classifications of drugs, the top medications in those categories, and relevant dietary requirements for specific patients. Level I Prerequisite: Academic Reading Level 5; Academic Writing Level 3; MED 101, MED 112, MED 114 and MED 116, must enroll concurrently in all courses

MED 112 Medical Assistant Administrative I (2 Credits)

30 lecture, 2 total contact hours

In this course, students are introduced to the basic administrative procedures performed in an ambulatory setting. Students will also be introduced to the administrative use of the medical record. Also included are professional communications and behaviors, patient reception, office equipment, ethical and legal standards, and the office environment. Students must complete the course with a "C" or higher. Level I Prerequisite: Academic Reading Level 5; Academic Writing Level 3; MED 101, MED 104, MED 114 and MED 116, must enroll concurrently in all courses

MED 114 Medical Assistant Lab I (3 Credits)

In this course, students will be introduced to medical office practices, patient intake, screening measures and vital signs, infection control measures, and assisting the provider during examinations. There will also be a review of medical terms as well as basic anatomy and physiology of body systems throughout this course. Students must complete the course with a "C" or higher. Level I Prerequisite: Academic Reading Level 5; Academic Writing Level 3; MED 101, MED 104, MED 112 and MED 116, must enroll concurrently in all courses

MED 116 Insurance Billing and Coding Basics for the Medical Assistant (2 Credits)

30 lecture, 2 total contact hours

In this introductory course, students identify insurance coverage appropriately and accurately, complete insurance forms and become familiar with billing procedures. Students will be introduced to a variety of medical insurers including Medicare, Medicaid, Blue Cross/Blue Shield, Tricare, and CHAMPVA. Students will learn to navigate the current procedural terminology (CPT) and International Classification of Disease (ICD)-10 Code Books to accurately obtain the correct codes to be used to complete a clean 1500-claim form to bill appropriate insurance companies. The title of this course was previously Medical Insurance Billing and Coding Basics for MA. Level I Prerequisite: Academic Reading Level 5; Academic Writing Level 3; MED 101, MED 104, MED 112 and MED 114, must enroll concurrently in all courses

MED 210 Medical Assistant Administrative II (2 Credits)

30 lecture, 2 total contact hours

In this course, students learn more advanced administrative topics such as financial management of the practice, including billing and collections. They also review medical office administrative procedures such as written communications and medical record management. Level I Prerequisite: Academic Reading Level 5; Academic Writing Level 3; MED 221, MED 241 and MED 245, must enroll concurrently in all courses

MED 221 Medical Assistant Lab II (3 Credits)

In this course, students will further develop their skills, abilities and behaviors in the role of Medical Assistant. Students learn to assess vital signs, prepare the patient for examination, assist the provider during examination, safely perform venipuncture and Clinical Laboratory Improvement Amendments (CLIA) waived tests, set up and assist with minor office surgeries, and clean and sterilize instruments. Students must complete the course with a "C" or higher. Level I Prerequisite: Academic Reading Level 5; Academic Writing Level 3; MED 210, MED 241 and MED 245, must enroll concurrently in all courses

MED 241 Medical Assistant Clinical Practice (2 Credits)

160 clinical/other, 2 total contact hours

In this course, students explore the current work environment as a medical assistant by taking part in a supervised, unpaid clinical placement that is consistent with the standards of practice in the field. Students practice effective communication, ethical behaviors, cognitive and psychomotor skills, and affective competencies. Tasks, such as taking vital signs, preparing patient rooms or administering medication, may be required depending on the student's placement. Students must complete a total of 160 hours and pass the course with a "C" or higher. Level I Prerequisite: Academic Reading Level 5; Academic Writing Level 3; MED 210, MED 221 and MED 245, must enroll concurrently in all courses

MED 245 Medical Assisting Credentialing Exam Review (1 Credit)

15 lecture, 1 total contact hours

This course provides a comprehensive review of medical assisting knowledge, concepts and skills to help prepare students for one of the open (non-CAAHEP or ABHES) national credentialing exams. Students learn test-taking techniques and take practice examinations with rationale reviews of practice content. Level I Prerequisite: Academic Reading Level 5; Academic Writing Level 3; MED 210, MED 221 and MED 241, must enroll concurrently in all courses