

MEDICAL ASSISTING (MA)

MA S133 Medical Assisting Procedures: Administrative I

4 credits (3+2)

Introduces business aspects of medical offices and administrative duties of medical assistants. Includes telephone and reception procedures, appointment scheduling, medical law and ethics, professionalism, communication, and medical record keeping for the medical office.

Prerequisite: Admission to Medical Assisting program; HS S114; and HS S116 or 100-level math or higher; grade of C- or higher for all prerequisites.

MA S142 Medical Assisting Procedures: Clinical I

4 credits (3+3)

Introduction to the theory and competencies for clinical duties performed by medical assistants in outpatient facilities. Includes care of patients in the examining room, routine clinical procedures, vital signs, use and care of medical instruments and supplies, infection control, nutrition, electrocardiography, and safety and emergency practices.

Prerequisite: Admission to Medical Assisting program; HS S102, concurrent enrollment, or current first aid provider level CPR; HS S114; HS S116 or 100-level math or higher; grade of C- or higher in all prerequisites.

MA S233 Medical Assisting Procedures: Administrative II

4 credits (3+2)

Continuation of MA S133. Includes office management and basic financial practices used in medical offices, managed care and insurance, procedural and diagnostic coding.

Prerequisite: MA S133 (C- or higher).

MA S242 Medical Assisting Procedures: Clinical II

4 credits (3+3)

Continued theory and competencies for clinical duties performed by medical assistants in outpatient facilities. Includes classification and pharmacodynamics of medications, dosage calculation and medication administration, intradermal, subcutaneous and intramuscular injections, CLIA-waived laboratory procedures, urinalysis, venipuncture, emergencies and assisting with specialty examinations.

Prerequisite: MA S142 (C- or higher).

MA S294A Medical Assisting Practicum

4 credits (1+0+12)

Provides 180 hours of uncompensated, supervised work in a medical clinic for medical assisting students. Students will work alongside their preceptor to observe the required duties of a Medical Assistant in the healthcare setting, and apply learned principles, skills and knowledge required in private medical offices and clinics by performing equivalent tasks as final preparation for employment in the field. Learning is enhanced by online discussions, assignments and examinations. This is the last course in the Medical Assisting Certificate program.

Prerequisite: MA S133, MA S142, MA S233, or MA S242, current immunizations and TB test, first aid and provider-level CPR card, and instructor permission required.