

Prerequisite: Medical Administrative Assistant 133 and 135.

Corequisite or Prerequisite: Medical Administrative Assistant 132.

MEDICAL ADMINISTRATIVE ASSISTANT (MDAA)

110 Medical Terminology 3 credit hours

Offered fall and spring semesters. Three hours lecture a week. Fee: \$85.00. Inclusive Access Fee: \$75.00.

This course provides students with the knowledge of medical language needed to communicate with members of the healthcare team. Emphasis is placed on word analysis of anatomic structures, diseases and surgical procedures.

132 Elements of Human Disease 3 credit hours

Offered fall and spring semesters. Three hours of lecture a week. Fee: \$85.00. Inclusive Access Fee: \$53.00.

Students will study disease pathology and appropriate terminology and pharmacology. Emphasis will be on diseases that affect various organ systems and those that affect the whole body. The focus will be on definitions, signs and symptoms and appropriate drug therapy with emphasis on understanding medical terminology in the context of medical reports and coding.

Prerequisite: Medical Administrative Assistant 110.

133 Basic Disease Coding 3 credit hours

Offered fall and spring semesters. Three hours lecture a week. Fee: \$85.00.

Students will study the basic coding guidelines and principles of disease coding. They will also understand the impact of correct coding on physician reimbursement. Ethical coding standards will be taught as students learn to code from clinical documentation. Students will also be introduced to encoding software.

Corequisite or Prerequisite: Medical Administrative Assistant 110 and minimum high school GPA of 3.0 or appropriate assessment scores.

135 Basic Procedural Coding 3 credit hours

Offered fall and spring semesters. Three lecture hours a week. Fee: \$85.00.

Students will study the basic coding guidelines and principles of both CPT and HCPCS Level II coding systems. They will learn the impact of correct coding on physician reimbursement. Students will learn to assign CPT and HCPCS Level II codes along with modifiers to accurately report the procedures and services that were provided. Ethical coding standards will be taught as students learn to code from clinical documentation. Students will also be introduced to encoding software.

Corequisite or Prerequisite: Medical Administrative Assistant 110 and minimum high school GPA of 3.0 or appropriate assessment scores.

150 Computer Software for the Medical Office 3 credit hours

Offered spring semester. Fee: \$85.00.

This course will provide a study of advanced computer applications specific to the medical office. Students will have hands-on experience preparing documents, reports, and presentations used in medical offices and hospitals.

Prerequisite: Computer Technology 101.

212 Applications in Medical Coding 6 credit hours

Offered fall and spring semesters. Six hours of lecture and application a week. Fee: \$85.00. AAPC Member Fee: \$100.00. CPC Exam Fee: \$325.00.

This course is designed to enhance diagnostic and procedural coding skills and provide students with a simulated professional practice experience in medical coding. Students will assign diagnostic and procedural codes to sample records from a variety of healthcare settings. Students will also become familiar with diagnostic and procedural-based payment systems and emerging technology in the medical coding profession.

213 Principles of Medical Insurance 3 credit hours

Offered fall semester and spring semesters. Three hours lecture a week. Fee: \$85.00. Inclusive Access Fee: \$50.00.

A study of managed healthcare and major medical insurance programs is the emphasis of this course. Topics discussed include insurance terminology, electronic and manual completion and processing of insurance claims, medicolegal issues and billing and collection procedures. Medical terminology and diagnostic and procedural coding will be reviewed.

Prerequisite: Medical Administrative Assistant 133 and 135.

214 Medical Administrative Assistant Practicum 3 credit hours

Offered spring semester. Three hours of lecture a week and 150 practicum hours are required to be completed during the semester. Fee: \$85.00. Criminal Background Check Fee: \$65.00. CMAA Exam Fee: \$120.00. Clinical Edoc Fee: \$50.00. Nurse Managed Wellness Clinic Fee: \$60.00.

This course is designed to provide skills in job readiness including searching for jobs, preparing a resume and cover letter, interview techniques, and lifelong learning. In addition, students spend a minimum of ten hours each week in a hospital or other medical office receiving practical instruction and related experience in many phases of medical administrative work. Students will be assigned to offices where experience will be gained under professional supervision.

Prerequisite: Medical Assistant 209.

299 Medical Administrative Assistant Special Topics 1-3 credit hours

Offered fall semester. Fee: \$85.00.

This course is organized on an individual basis for the student who wishes to pursue advanced study in the medical administrative assistant skills. The student will be supervised by an instructor and required to attain a pre-determined competency level. Approval by the Medical Administrative Assistant Program Director to pursue independent study is required. This course may be repeated for credit up to a maximum of 6 credits, based upon approval of the Medical Administrative Assistant Program Director.

Prerequisite: Instructor consent required.