

MEDICAL ASSISTANT (MDAS)**101 Essential Skills for Health Professional 3 credit hours**

Offered fall and spring semesters. Three hours lecture a week. Fee: \$75.00. Inclusive Access Fee: \$80.00.

This course introduces the dynamic structure and services of healthcare delivery systems including the role of professions and our role to serve patients as customers. Students will learn communication skills necessary for the healthcare professional, diversity in healthcare, professionalism, confidentiality, legal and ethical issues, and basic clinical skills.

102 Introduction to Health Records 3 credit hours

Offered fall and spring semesters. Three hours lecture a week. Fee: \$100.00.

This course introduces the history, theory, and functional benefits of health records used by the industry. Students will learn the content and format of the basic health record, various healthcare delivery systems, and data quality control. Storage of health information, confidentiality, release of information, indices, and registers are also studied. Legal and ethical issues relating to confidentiality and release of information are emphasized.

Prerequisite or Corequisite: Computer Technology 101.

150 Medical Scribe I 3 credit hours

Offered fall semester. Three hours of lecture/lab a week. Fee: \$50.00.

This course is designed to provide information on the responsibilities of the Medical Scribe. Topics to be discussed are the roles and responsibilities of the medical scribe; keyboarding; the clinical environment and informational workflow of the hospital, emergency room, and physician's office; privacy practices; documentation; communication skills, professionalism, confidentiality, handwashing and aseptic techniques, and other basic clinical skills.

160 Medical Scribe II 3 credit hours

Offered spring semester. Three hours of lecture/lab a week. Fee: \$50.00. Med Trak Fee: \$125.00.

This course prepares students to participate in a practicum experience by teaching them the practical skills of a medical scribe. Students will have hands-on experience documenting patient encounters. Topics covered include keyboarding, medical documentation, medical billing, legal guidelines, common diagnostic tests, and quality improvement outcomes.

Prerequisite: Medical Assistant 150.

170 Medical Scribe Practicum 3 credit hours

Offered summer session. Three hours of lecture/lab a week and 80 practice/practicum hours. Fee: \$50.00. Background Check Fee: \$65.00. Clinical Edoc Fee: \$50.00. Nurse Managed Wellness Clinic Fee: \$60.00.

This course is designed to empower students to become medical scribes trained in medical documentation assisting providers to be more efficient and productive with patient care. Students will need to complete an 80-hour practice/practicum in a hospital, medical office, or in a monitored lab receiving practical instruction and related experience in many phases of medical scribe practicum skills. Students will be assigned to offices where experience will be gained under professional supervision. This course is also designed to provide skills to assist students gain employment including searching for jobs, preparing a resume and cover letter, interview techniques, lifelong learning, and review for the certification exam.

Prerequisite: Medical Assistant 160

200 Medical Assistant Clinical I 2 credit hours

Offered spring semester. Three hours of lecture and three hours of clinical lab a week. Fee: \$100.00.

This course is designed to provide students with basic clinical medical assisting skills. Topics to be discussed are: performing age specific vital

signs, obtaining and recording patient history, sterilizing and disinfecting equipment, preparing and maintaining treatment areas, measuring height and weight, documenting patient care, maintaining patient confidentiality, pharmacology math, drug categories and pharmacology law and regulations.

Prerequisite: Medical Assistant 101 and admission in the clinical phase of the Medical Assistant program.

209 Administrative Medical Assistant 3 credit hours

Offered fall semester. Three hours lecture a week. Fee: \$100.00. Inclusive Access Fee: \$75.00. Med Trak Fee: \$125.00.

This course will introduce students to administrative medical assisting skills that are required in the medical office. Topics include scheduling, telephone skills, patient reception, written communications, accounting, billing, banking and payroll. Students will learn to perform administrative medical assisting skills within the framework of the American Association of Medical Assistants Code of Ethics.

Prerequisite: Medical Administrative Assistant 133 and 135.

211 Medical Assistant Clinical II 3 credit hours

Offered summer session. Three hours of lecture and three hours of clinical lab a week. Fee: \$100.00. Criminal Background Check Fee: \$65.00. Nurse Managed Wellness Clinic Fee: \$60.00.

This course is designed to refine basic clinical and patient care skills as well as develop more advanced skills to assist in the ambulatory care setting. Topics include demonstrating emergency procedures and emergency preparedness, performing mathematics and dosage calculations, administering non-parenteral and parenteral medications, and selecting parenteral equipment and supplies and performing electrocardiography and spirometry.

Prerequisite: Medical Assistant 102, 208 and Medical Administrative Assistant 133 and 135.

212 Medical Assistant Clinical III 3 credit hours

Offered fall semester. Three hours of lecture and three hours of clinical lab a week. Fee: \$100.00. Clinical Edoc Fee: \$100.00. Nurse Managed Wellness Clinic Fee: \$60.00.

Students will learn to prepare patients for specialty exams including pediatrics and OB/GYN and assist in preparing patients for diagnostic imaging and colon procedures. In addition, students will assist with minor office surgery, instrument identification, immunization records maintenance, urinary catheterization, nutrition, applying physical agents that promote healing, and identifying community resources.

Prerequisite: Medical Assistant 211.

213 Medical Assistant Pharmacology 3 credit hours

Offered fall semester. Three hours of lecture and application a week. Fee: \$100.00. Inclusive Access Fee: \$49.00.

This course is designed to discuss medication according to their therapeutic application using a systems approach to the physiology and related diseases. Pathology and medications for specific body systems including cardiovascular, reproductive, endocrine, musculoskeletal, gastrointestinal, renal, respiratory nervous, immune, skin disorders, and psychotropic drugs will be discussed.

Prerequisite: Medical Assistant 102 and 208.

214 Medical Assistant Practicum 3 credit hours

Offered spring semester. Three hours of lecture a week and 160 practicum hours are required to be completed during the semester. Fee: \$75.00. CMA Exam Fee: \$125.00. Nurse Managed Wellness Clinic Fee: \$60.00. Inclusive Access Fee: \$47.00.

This course will provide students with 160 hours of unpaid administrative and patient care experience in an ambulatory care setting. The course will

also provide information on employment preparations, patient education, and review for the certification examination.

Prerequisite: Medical Assistant 209, 212, 213, 218, Medical Administrative Assistant 133 and 135, and Phlebotomy/Laboratory Assistant 111.

218 Clinical Laboratory Procedures (Phlebotomy/ Laboratory Assistant 218) 2 credit hours

Offered spring semester. Two hours of lecture/discussion and two hours of lab/application a week. Fee: \$150.00.

This course is designed to provide instruction and performance opportunities for CLIA waived tests. Students will discuss the role of medical assistants and other professionals in performing clinical laboratory testing. Topics to be discussed are coordinating laboratory tests and results; understanding CLIA regulations and quality assurance; performing CLIA waived testing for urinalysis, hematology, serology, basic chemistry, microbiology, and immunology; and screening results.

299 Special Topics for Medical Assistants 1-4 credit hours

Offered fall semester. Fee: \$25.00.

This course focuses on current topics in medical assisting and allows students to pursue advanced study on topics of interest within the medical assistant profession, as well as allowing students to meet new or updated competency requirements for the national certification examination. The student will be supervised by an instructor and required to attain a pre-determined competency level.

Approval by the Medical Assistant Program Director to pursue Special Topics is required.

This course may be repeated for credit up to a maximum of 4 credits, based upon approval of the Medical Assistant Program Director.

You must be accepted into the Medical Assistant program to take this class.

Prerequisite: Instructor consent required.