

MA

Courses

MA 100 Clinical Procedures for Medical Assistants **4 Credits. 3 Lecture Hours. 3 Lab Hours.**

A course on concepts and skills for assisting the physician in a clinical office setting. Topics include: infection control, patient preparation and history taking, assisting with examinations, preparing and maintaining the examination room, and assisting in medical specialty procedures and tests.

Prerequisites: Medical Assisting Program Chair consent
Instructor Consent Required

MA 105 Administrative Procedures for Medical Assistants **4 Credits. 2 Lecture Hours. 4 Lab Hours.**

A course on concepts and skills for assisting in administrative areas of a medical office. Topics include: receiving patients, making appointments, handling mail and telephone communication, using medical office equipment, and maintaining equipment and supplies.

Prerequisites: Medical Assisting Program Chair consent
Instructor Consent Required

MA 110 Medical Office Laboratory Procedures **5 Credits. 3 Lecture Hours. 4 Lab Hours.**

A course on concepts and skills for acquisition of samples and assessment of various diagnostic evaluations. Topics include: using laboratory equipment; maintaining quality assurance and quality control; collecting specimens; and carrying out procedures including hematology, serology, urinalysis, and chemistry.

Prerequisites: BIO 111, MA 100, MA 105 (minimum grade C for all)

MA 115 Pharmacology for Medical Assistants **3 Credits. 3 Lecture Hours. 0 Lab Hour.**

A course on clinical drug therapy in relation to the role of the medical assistant. Topics include: principles, terminology, modes of administration, and mechanisms of action of the major drug groups; drug interactions; and administration of various injection routes.

Prerequisites: BIO 111, MA 100, MA 105 (minimum grade C for all)

MA 120 Medical Office Insurance Coding and Billing **2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on procedures and regulations related to bookkeeping, accounting, and insurance in the medical office setting. Topics include: using superbills; coding claims using CPT, ICD-9-CM, and HCPCS; electronic claims filing; and billing, collection, and reimbursement systems.

Prerequisites: MA 100, MA 105, MCH 100 (minimum grade C for all)

MA 125 Externship and Seminar for Medical Assistants **4 Credits. 2 Lecture Hours. 12 Lab Hours.**

Students practice administrative and clinical skills during an unpaid experience in an ambulatory care setting. Students also prepare for the AAMA exam to become a Certified Medical Assistant.

Prerequisites: MA 110, MA 115, MA 120 (minimum grade C for all)

MA 198 First Year Special Topics in Medical Assisting **1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Medical Assisting, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

MA 199 First Year Independent Project in Medical Assisting **1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Medical Assisting that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Medical Assisting faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section

MA 298 Second Year Special Topics in Medical Assisting **1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A course on selected topics related to Medical Assisting, which gives students opportunities to study information not currently covered in other courses. Grades issued are A, B, C, D, or F.

Prerequisites: None

MA 299 Second Year Independent Project in Medical Assisting **1-9 Credits. 0 Lecture Hour. 0 Lab Hour.**

A project related to Medical Assisting that is completed by one or more students to meet specific educational goals. Projects must have prior approval and supervision by Medical Assisting faculty. Grades issued are Satisfactory or Unsatisfactory.

Prerequisites: Vary by section