

# MA - Medical Assisting

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## 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 109 Administrative Procedures, Coding, and Billing for Medical Assisting**

**2 Credits. 2 Lecture Hours. 0 Lab Hour.**

A course on administrative duties that may be performed by a Medical Assistant in a physician's office, receptionist area, or administrative area in a healthcare setting. Topics include: billing and coding procedures for the Medical Assistant.

Prerequisites: Placement into ENG 101A  
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 109 and MA 115 (minimum grade C for both)