Medical Assisting

Credential Awarded	**Diploma**
Contact Hours	**780**
Program Quarter Credits	**46**
Instructional Weeks	**36**
Total Clock Hours	**including Out-of-Class Work Hours: 960**
Mode of Delivery	**Residential**

Objective

Medical Assistants play an integral part in performing administrative and clinical tasks that support the work of physicians and other healthcare professionals. With changes in the healthcare industry, the need for well-trained Medical Assistants has grown significantly. The objective of the Medical Assisting program is to provide training for those who wish to work in the clinical and administrative areas of health care and enable students to gain knowledge and skills necessary for entry- level employment in a healthcare setting.

Description

The Medical Assisting program includes administrative and clinical competencies expected for entry-level positions in a health care setting. Students develop skills in front office administration with an introduction to health insurance and basic billing practices. The back-office portion focuses on direct patient contact and typical clinical and laboratory skills, such as minor clinical procedures, EKG, phlebotomy, injections, and lab screenings. Students also learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, confidentiality, and the legal aspects applicable to any allied health environment. Duties of medical assistants vary from office to office depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties. They report directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of a department administrator/practice manager.

Externship

An externship course is included in this program to provide students with the opportunity to apply their knowledge and skills to real-life situations in a healthcare setting. Students are required to complete the required externship hours and other related learning activities prior to graduation. Students are not paid for work performed at the externship site.

Credentialing Exams

Students in their final quarter are eligible to take the National Healthcare Association's (NHA) Certified Clinical Medical Assistant (CCMA) exam.

Career Opportunities

Upon satisfactory completion of the training, students are prepared to seek entry-level positions as medical assistants performing the medical procedures, lab techniques, and front office duties described above.

Plan of Study

Course Code	Name	Clock Hours	Credits
AHP101	INTRODUCTION TO HEALTH PROFESSIONS	60	4
AHP105	MEDICAL TERMINOLOGY	60	4

AHP106	MEDICAL ANATOMY AND PHYSIOLOGY	60	4
MOA110	MEDICAL OFFICE PROCEDURES	60	4
MOA115	MEDICAL RECORDS AND INSURANCE	60	4
MOA120	ELECTRONIC HEALTH RECORDS	60	4
MAS110	CLINICAL PROCEDURES AND TECHNIQUES	60	4
MAS115	LABORATORY PROCEDURES AND TECHNIQUES	60	4
MAS125	INVASIVE CLINICAL PROCEDURES	60	4
MAS135	CERTIFICATION REVIEW AND CAREER DEVELOPMENT	60	4
MAS190	EXTERNSHIP	180	6

Schedule

Morning: 9:00 a.m. – 2:00 p.m. Monday through Thursday
Evening: 5:00 P.M. – 10:00 P.M. Monday through Thursday

Hours are subject to change. If class falls on a holiday or the school is closed due to inclement weather a makeup day will be held usually on the following Friday to ensure all contract hours are met within each course of the program.

Course Descriptions

AHP101 : INTRODUCTION TO HEALTH PROFESSIONS

In this course students will gain an overview of health professions and learn the basics of medical terminology, life support, and infection control. Students will also learn directives and guidelines set forth by government agencies for healthcare facilities and professionals. To help students transition successfully into college environment, this course also explores learning strategies such as reading and critical thinking, test-taking, and using computer technology for resources and class assignments.

Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

AHP105 : MEDICAL TERMINOLOGY

This course will introduce students to the terminology associated with medical language. To function effectively in the health professions, students must understand The Anatomy of Word Construction, including prefixes, suffixes, root words, and medical abbreviations. Through laboratory assignments, terminology relative to the body systems is presented to help the student understand medical terminology. In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology, and nuclear medicine. This introductory course provides a basis for a more in-depth study of human anatomy and physiology.

Credits	**4**
Clock Hours	**60**

Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

AHP106 : MEDICAL ANATOMY AND PHYSIOLOGY

Students are introduced to anatomical structures and physiological functions of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, lymphatic, and reproductive systems. Practical laboratory experiences included in the course provide a survey of basic anatomy and physiology which is the foundation for a career in health professions.

Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MOA110 : MEDICAL OFFICE PROCEDURES

Students gain a working knowledge of reception procedures and office management skills utilized in the medical environment. Knowledge and skills related to scheduling appointments, written and oral communication including telephone techniques, reception duties, and emergency procedures are introduced. Basic psychological concepts that relate to patient care are discussed. Students will learn how computers impact the medical office environment. In addition, administrative terminology, legal, ethical, and safety concepts related to the medical office will be addressed.

Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MOA115 : MEDICAL RECORDS AND INSURANCE

Students explore the fundamentals of paper and electronic medical record management, fee determination, billing methodology, and collection processes. Students perform basic bookkeeping, coding, and third-party billing procedures. Financial management of the medical office and various medical insurance plans are discussed along with related terminology and legal regulations.

Credits	**4**
Clock Hours	**60**
Lab Hours	**40**

Lecture Hours	**20**
Prerequisites	**None**

MOA120 : ELECTRONIC HEALTH RECORDS

This course focuses on the various aspects of electronic health records and practice management systems including standards, setup, administration, patient charts, office visits, clinical tools, templates and administrative financial functions. Other topics covered include tests, procedures, and diagnosis codes, and administrative utilities. Students will gain invaluable real-world experience through the use EHR/PM software. Taken as a whole, this course is designed to provide each student with the necessary tools needed to be successful in the rapidly growing field of electronic health records and practice management.

Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MAS110 : CLINICAL PROCEDURES AND TECHNIQUES

This course is an introduction to clinical procedures performed in the medical office. Students practice obtaining vital signs and medical histories, maintaining exam rooms, preparing for and assisting with routine and specialty exams, and performing diagnostic testing, including eye and respiratory testing. OSHA standards, communication techniques, cultural diversity, charting, patient education, therapeutic modalities, assistive devices, and nutritional and wellness concepts are also covered.

Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**None**

MAS115 : LABORATORY PROCEDURES AND TECHNIQUES

This course introduces basic medical laboratory techniques, diagnostic imaging tests, and cardiac diagnostic tests performed in the medical office. Laboratory terminology and the medical assistant's responsibility in specimen collection and processing, including urine, blood, microbiology and immunology testing, and phlebotomy, are discussed. Safety, infection control, and OSHA guidelines are reinforced. Quality assurance, laboratory mathematics, and federal and state regulations regarding clinical laboratories are also addressed.

Credits	**4**
Clock Hours	**60**
Lab Hours	**40**

Lecture Hours	**20**
Prerequisites	**MAS110**

MAS125 : INVASIVE CLINICAL PROCEDURES

Students learn terminology and skills related to medication administration and assisting with minor surgery. Pharmacology principles and math, elements of prescriptions, TB and allergy testing, phlebotomy, and surgical supplies and instruments are discussed, along with the medical assistant's role in assisting with surgical procedures. Emergency preparedness concepts and the medical assistant's role in medical emergencies are reinforced. Safety, infection control and federal regulations regarding medications and surgical procedures are addressed.

Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**MAS110**

MAS135 : CERTIFICATION REVIEW AND CAREER DEVELOPMENT

This course provides a review of all skills acquired during prior Medical Assisting classes, including injections and phlebotomy. Through a comprehensive review, the student will prepare to sit for the national certification exam. Career development and employment seeking related topics will be discussed, including cover letters, resumes, applications, and professionalism during interviews, answering interview questions, appropriate follow-up after the interviews, and continuing education. Life skills and professional behavior will also be addressed.

Credits	**4**
Clock Hours	**60**
Lab Hours	**40**
Lecture Hours	**20**
Prerequisites	**MAS110**

MAS190 : EXTERNSHIP

This course allows the student to apply what they have learned in the program curriculum to practical use in a healthcare facility under the direct supervision of a preceptor on the site. Through the externship experience, students gain first-hand knowledge of the workplace and perform the assigned duties to meet the expectations in a professional setting. Students are expected to adapt to the work environment and reflect regularly on their learning and observations. The externship work performed is not to be paid.

Credits	**6**
Clock Hours	**180**
Externship Hours	**180**

Prerequisites	**All program courses**