

Med Assisting (MA)

Courses

MA 1104 Introduction to Medical Assisting Administrative: 4 semester hours.

An introduction to the administrative skills and functions of the Medical Assistant in the medical office, which include: communications, appointment scheduling, accounting, insurance processing, and management skills. PREREQ: PREREQ: Minimum score of 14 on ALEKS or equivalent. S

MA 2200 Clinical Medical Assisting I: 4 semester hours.

Basic clinical procedures: taking and recording vital signs, histories, and chief complaints; asepsis; OSHA standards; health maintenance; disinfection and sterilization procedures; inventorying and ordering medical supplies; maintaining equipment; therapy modalities; preparing patients for exams; CPR and First Aid; patient education. PREREQ: Previous semester course sequence. F

MA 2202 Administration of Medications and Phlebotomy: 4 semester hours.

Covers routes of administration and the proper delivery of medication by those routes. Medications and rules of administration are discussed. Includes phlebotomy skills and safety requirements for hematology, chemistry, and serology. Principles and theory of IV Therapy are also covered. PREREQ: Previous semester course sequence. S

MA 2203 Computers in Medical Assisting Administrative: 6 semester hours.

Data entry of patient information, accounting, scheduling, insurance filing. Complete, accurate computer accounting process. Simulated computer exercises in functions pertaining to the medical office. Abstracting patient information from medical records and using electronic medical records and templates to manage patient health records. PREREQ: Previous semester course sequence. S

MA 2204 Clinical Externship: 6 semester hours.

Application of the principles and practice of medical assisting in an external learning environment/externship of a medical practice under the supervision of a physician and the medical practice staff. Graded S/U. PREREQ: All other MA required courses (including general education and HO courses). F, S

MA 2204S Clinical Externship Seminar: 1 semester hour.

Extension of the clinical externship; students meet for one hour each week to discuss experiences and progress with their clinical advisor and other students. Graded S/U. PREREQ: All other MA required courses (including general education and HO courses). COREQ: MA 2204. F, S

MA 2205 Clinical Medical Assisting II: 4 semester hours.

Assisting with minor surgery and office procedures; applying dressings, bandages, casts, and sutures; scheduling radiology and patient preparation; diagnostic CLIA and screening; collecting specimens; OSHA regulations. S

MA 2206 Administrative Externship: 2 semester hours.

Application of the principles and practice of the administrative clerical functions of a medical office in an external learning/externship environment under the supervision of a physician and the business management staff. Graded S/U. PREREQ: All other MA required courses (including general education and HO courses). COREQ: MA 2206S. F, S

MA 2206S Externship Seminar: 1 semester hour.

Extension of MA 2206. Discuss experiences and progress with advisor and other students. Graded S/U. PREREQ: All other MA required courses (including general education and HO courses). COREQ: MA 2206. F, S

MA 2207 Professional Development: 1 semester hour.

Principles and applied techniques for Medical Assisting professional career development. Preparation for transition from school to the work place. PREREQ: Previous semester course sequence. S

MA 2208 Clinical Medical Assisting III: 4 semester hours.

Vital signs, asepsis, and health maintenance; charting, patient education; assisting with specialty examinations in pediatrics, OB/GYN, cardiology, pulmonary, gastroenterology, eyes, ears, nose, and throat. PREREQ: MA 2205; previous semester course sequence. F

MA 2296 Independent Study: 1-8 semester hours.

Addresses specific learning needs of individuals for the enhancement of knowledge and skills within the program area under the guidance of an instructor. May be repeated. Graded S/U, or may be letter-graded. PREREQ: Permission of the instructor. D

MA 2298 Special Topics: 1-8 semester hours.

Addresses the specific needs of industry, enabling students to upgrade technical skills that are not included in the current program curriculum. May be repeated. Graded S/U, or may be letter-graded. PREREQ: Permission of instructor. D

MA 2299 Experimental Course: 1-6 semester hours.