

# MEDICAL ASSISTANT (509)

## 509-101 - Medical Assistant Administrative Procedures

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) in the medical office. Students learn to schedule appointments, perform filing, recordkeeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. (Prerequisites: Completion of or concurrent enrollment in 501-107 Digital Literacy for Healthcare; 509-304 Medical Assistant Clinical Procedures 1)

2 Credit hours

18 Lecture hours

36 Lab hours

## 509-102 - Human Body in Health and Disease

Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize human body anatomy and the causes, signs and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases. (Prerequisite: Completion of or concurrent enrollment in 501-101 Medical Terminology)

3 Credit hours

36 Lecture hours

36 Lab hours

## 509-107 - Medical Office Insurance and Finance

Introduces medical assistant, medical office and medical billing students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. (Prerequisites: Completion of or concurrent enrollment in 501-101 Medical Terminology; 501-107 Digital Literacy for Healthcare; 509-102 Human Body in Health and Disease; 509-304 Medical Assistant Clinical Procedures 1)

2 Credit hours

18 Lecture hours

36 Lab hours

## 509-109 - Medical Law, Ethics and Professionalism

Prepares students to display professionalism and perform within ethical and legal boundaries in the healthcare setting. Students maintain confidentiality, examine legal and bioethical issues, and demonstrate awareness of diversity. (Prerequisite: Completion of or concurrent enrollment in 509-304 Medical Assistant Clinical Procedures 1)

2 Credit hours

18 Lecture hours

36 Lab hours

## 509-303 - Medical Assistant Laboratory Procedures 1

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform CLIA waived routine laboratory procedures commonly performed in the ambulatory care setting. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing. (Prerequisites: Admission to the Medical Assistant program or Medical Office Management program. Completion of or concurrent enrollment in 501-101 Medical Terminology; 509-102 Human Body in Health and Disease. Corequisite: 509-304 Medical Assistant Clinical Procedures 1)

2 Credit hours

36 Lecture hours

36 Lab hours

## 509-304 - Medical Assistant Clinical Procedures 1

Introduces medical assistant students to the clinical procedures performed in the medical office setting. Students perform basic exam room skills including screening, vital signs and patient history, and assist with minor surgery and patient preparation for routine and specialty exams in the ambulatory care setting. (Prerequisites: Admission into the Medical Assistant program or Medical Office Management program. Completion of or concurrent enrollment in 501-101 Medical Terminology; 509-101 Medical Assistant Administrative Procedures; 509-102 Human Body in Health and Disease. Corequisite: 509-303 Medical Assistant Laboratory Procedures 1)

4 Credit hours

72 Lecture hours

72 Lab hours

## 509-305 - Medical Assistant Laboratory Procedures 2

Prepares students to perform phlebotomy, and CLIA waived hematology, chemistry, and immunology tests and laboratory procedures commonly performed by medical assistants in the ambulatory care setting.

(Prerequisites: 509-102 Human Body in Health and Disease; 509-303 Medical Assistant Laboratory Procedures 1; 509-304 Medical Assistant Clinical Procedures 1. Completion of or concurrent enrollment in 501-108 Pharmacology for Allied Health. Corequisite: 509-306 Medical Assistant Clinical Procedures 2)

2 Credit hours

36 Lecture hours

36 Lab hours

## 509-306 - Medical Assistant Clinical Procedures 2

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including medication administration, electrocardiography, respiratory testing, educating patients/community, and assisting with emergency preparedness in an ambulatory care setting. (Prerequisites: 509-102 Human Body in Health and Disease; 509-303 Medical Assistant Laboratory Procedures 1; 509-304 Medical Assistant Clinical Procedures 1. Completion of or concurrent enrollment in 501-108 Pharmacology for Allied Health; 801-136 English Composition 1. Corequisite: 509-305 Medical Assistant Laboratory Procedures 2)

3 Credit hours

72 Lecture hours

36 Lab hours

## 509-310 - Medical Assistant Practicum

The practicum experience requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory healthcare settings. Students perform medical assistant administrative, clinical and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. This is a supervised, unpaid, clinical experience. This course must be taken in the last semester. (Prerequisites: 501-107 Digital Literacy for Healthcare; 509-101 Medical Assistant Administrative Procedures; 509-102 Human Body in Health and Disease; 509-303 Medical Assistant Laboratory Procedures 1; 509-304 Medical Assistant Clinical Procedures 1; Healthcare Provider CPR; Criminal Background Check and Health Requirement Verification required. Completion of or concurrent enrollment in 501-108 Pharmacology for Allied Health; 509-107 Medical Office Insurance and Finance; 509-109 Medical Law, Ethics and Professionalism; 509-305 Medical Assistant Lab Procedures 2; 509-306 Medical Assistant Clinical Procedures 2)

3 Credit hours

216 Other hours