

# MEDICAL ASSISTANT (509)

## 509-301 - 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, record keeping, 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 103-159 Computer Literacy - Microsoft Office; 509-304 Medical Assistant Clinical Procedures 1) This course is for students in the Medical Assistant program.

2 Credit hours

36 Lecture hours

36 Lab hours

## 509-302 - Human Body in Health and Disease

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting. (Prerequisite: Completion of or concurrent enrollment in 509-320 Medical Terminology for Medical Assistants)

3 Credit hours

72 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 Clinical Laboratory Improvement Amendment (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: Completion of or concurrent enrollment in 509-302 Human Body in Health and Disease; 509-320 Medical Terminology for Medical Assistants; Corequisite: 509-304 Medical Assistant Clinical Procedures 1) This course is for students in the Medical Assistant program.

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 examining room skills including screening, vital signs, patient history, minor surgery and patient preparation for routine and specialty exams in the ambulatory care setting. Learner explores communication principles and psychology theories related to patient care. (Prerequisites: Completion of or concurrent enrollment in 509-301 Medical Assistant Administrative Procedures; 509-302 Human Body in Health and Disease; 509-320 Medical Terminology for Medical Assistants; Corequisite: 509-303 Medical Assistant Laboratory Procedures 1) This course is for students in the Medical Assistant program.

4 Credit hours

72 Lecture hours

72 Lab hours

## 509-305 - Medical Assistant Laboratory Procedures 2

Prepares students to perform phlebotomy and Clinical Laboratory Improvement Amendment (CLIA) waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting. (Prerequisites: 509-302 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 509-308 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 administering medications, performing an electrocardiogram, assisting with respiratory testing, coaching patients, and assisting with emergency situations in an ambulatory care setting. Students learn preventive care and principles of nutrition. (Prerequisites: 509-302 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 509-308 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

## 509-307 - Medical Office Insurance and Finance

Introduces medical assistant 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 103-159 Computer Literacy - Microsoft Office; 509-302 Human Body in Health and Disease; 509-304 Medical Assistant Clinical Procedures 1; 509-320 Medical Terminology for Medical Assistants)

2 Credit hours

36 Lecture hours

36 Lab hours

## 509-308 - Pharmacology for Allied Health

Introduces students to medication classification, basic pharmacology principles, and supplements. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration. (Prerequisites: Completion of or concurrent enrollment in 509-302 Human Body in Health and Disease; 509-320 Medical Terminology for Medical Assistants)

2 Credit hours

72 Lecture hours

## 509-309 - Medical Law, Ethics and Professionalism

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

2 Credit hours

72 Lecture hours

**509-310 - Medical Assistant Practicum**

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Learners 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. MAERB required Practicum - 160 minimum hours (MAERB minimum) up to 216 hours. (Prerequisites: 103-159 Computer Literacy - Microsoft Office; 509-301 Medical Assistant Administrative Procedures; 509-302 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 509-305 Medical Assistant Lab Procedures 2; 509-306 Medical Assistant Clinical Procedures 2; 509-307 Medical Office Insurance and Finance; 509-308 Pharmacology for Allied Health; 509-309 Medical Law, Ethics and Professionalism)

3 Credit hours

216 Other hours

**509-320 - Medical Terminology for Medical Assistants**

Focuses on the component parts of medical terms, including prefixes, suffixes, and word roots used by medical assistants. Emphasizes spelling, definition, and pronunciation of medical terms, and utilization of abbreviations to be able to communicate effectively with healthcare professionals and deliver quality care. Students learn medical terms to identify basic anatomy, physiology, and pathophysiology amongst body systems. Students engage in collaborative activities to build competence utilizing medical terminology.

2 Credit hours

36 Lecture hours

36 Lab hours