Medical Assisting

Traditional and Distance Education

Program Course Description

Lecture 420 Clock Hours

Laboratory 360 Clock Hours

Work-base Activities 120 Clock Hours

Course Total 900 Clock Hours

**AHP 105 Basic Anatomy and Physiology**

**LEC HRS 60 LAB HRS 0**

Students are introduced to anatomical structures and physiological function of the human body. This course defines the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, respiratory, digestive, urinary and reproductive systems. Virtual practical laboratory experiences included in the course provide an understanding of basic anatomy and physiology which is the foundation for a career in health professions. Instructor may provide additional resources or materials as a part of the lesson plan.

**AHP 101 Introduction to Health Careers**

**LEC HRS 30 LAB HRS 30**

The introduction to Allied Health Careers is designed to offer the student a foundation in medical career skills. Students will learn medical terminology, as well as first aids procedures and CPR. Students will demonstrate knowledge of the healthcare delivery system, and health occupation, basic infection control procedures, HIPPA guide lines, and the general laws and ethical responsibly of healthcare workers. Student will learn to emergency situations, practice safety and security procedures, apply science skills , interpersonal communications skills concepts, and understand the developmental principles of the life cycle .In services : HIPPA/ Domestic Violence, OSHA, HIPPA certificates.

**GEN110 Basic Math**

**LEC HRS 30 LAB HRS 30**

Students will study basic mathematical concepts including addition, subtraction, division, multiplication, basic algebra, dose calculation as well as other applications of math to medicine including calculations related to chemical laboratory, Hematology laboratory, Urinalysis, and IV therapy.

**MAS 102 Pharmacology**

**LEC HRS 30 LAB HRS 30**

Dosage and calculations are the basic concepts of this course. Students will develop the knowledge needed to understand basic dosage orders, as well as measure and record calculations for such dosages.

**MAS 104 Medical Office Procedures**

**LEC HRS 30 LAB HRS 30**

Upon completion of this course students will demonstrate professional and appropriate phone technique, explain the role of the medical assistant in the medical office, demonstrate appropriate professional behavior for the medical office, explain the use and function of computers in the medical office, demonstrate appropriate written communication skills and mail processing, demonstrate how to schedule appointments, basic bookkeeping principles, demonstrate cordial, courteous and professional patient reception, and patient processing.

**MAS 106 Fundamentals of Medical Insurance**

**LEC HRS 30 LAB HRS 30**

In this course students will develop the basic skills necessary to initiate the claims development procedures of the medical office. Students will learn how to collect pertinent insurance information, integrate it into a patient’s file, complete billing forms, perform procedural and diagnostic coding and communicate with insurance companies.

**MAS 108 Record Management and Informatics**

**LEC HRS 30 LAB HRS 30**

This course is designed to provide students with training in common medical file systems. Students will learn how to initiate and maintain new files, patient charts, maintain clean forms and organize information in chronological order. Emphasis will be place on the computational, cognitive and social aspects of Informatics in the medical office.

**MAS 110 Diagnostic Imaging and X-Ray**

**LEC HRS 30 LAB HRS 30**

This course prepare students to prep and perform limited X-Ray work on extremities and body region .Students will learn about machine maintenance, principal of use ,safety precautions and X-Ray procedures. The course is also designed to provide a basic knowledge on other imaging procedures including MRI, CT as well as Ultrasound.

**MAS 112 Patient Preparation and Clinical Procedures**

**LEC HRS 30 LAB HRS 30**

Students will study patient care concepts involved in preparing patients for a medical examination or specialized test. Students will learn appropriate draping procedures, procedures for preparation for minor surgery, interpersonal skills required for patient communication, and the importance of maintaining well stocked, clean and well prepared examination areas.

**GEN 130 Employability/Career Planning Skills**

**LEC HRS 30 LAB HRS 30**

This course is designed to prepare the students for job search and career development. Resume writing, interview techniques, dress code and appearance , forms completion, follow up skills, as well as what employers may be looking for in a prospective employee. Topics emphasize how to maintain certification and State’s registry, continuing education, and learn how to manage stress and stressors. Information on Medical Assistant Certification and requirements for job placement will be reviewed. Information including professional ethic, guides to trade associations and memberships.

**GEN 120 Computer Applications**

**LEC HRS 30 LAB HRS 30**

This course provides the fundamental skills needed to operate a computer and popular software titles. Students will learn how to care and maintain computers, run diagnostic software, use a word processor, spreadsheet software, presentations software and database management. Students will also learn how to navigate the Internet and use e-mail programs.

**MAS 114 Specialized Medical Exam I (Phlebotomy)**

**LEC HRS 30 LAB HRS 30**

In this course students will learn the basic concepts behind laboratory testing. Students will learn phlebotomy skills, use of Vacutainer, proper techniques involved in collecting biological specimens and material, appropriate storage and processing. Students will also learn how to perform urinalysis, hematology testing, immunology testing, and other labs performed in the medical office and laboratories.

**MAS 116 Specialized Medical Exam II EKG**

**LEC HRS 30 LAB HRS 30**

The course is designed to introduce basic principles of ECG. Students will be prepared to performed electrocardiogram procedure including the recording of the traces as well as ability to read them and recognize cardiac disorders.

**MAS 120 Medical Assistant Externship**

**LEC HRS 0 LAB HRS 0 WORK-BASE ACT. HRS 120**

This 120-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working medical office. Students will gain exposure to “on-the-job” experiences and training in the Medical Office setting and practice of skills, gaining experiences in all aspects of assisting patient’s physical examination, vital signs electrocardiography, phlebotomy as well as office procedures, and other administrative duties.