# MEDICAL ASSISTANT

## Program Objective/Description:

The Medical Assistant program is designed to train students in all of the relevant aspects of medical office management including reception, booking appointments, records management, informatics, insurance billing, preparing patients for physical examinations, and minor surgeries, performing specialized medical tests including urinalysis, and collecting biological specimens, phlebotomy, EKG, limited X Rays, and processing and recording pharmacological data. Graduates of this program will be prepared and possess the skills and hands on experience to work at the entry level in medical offices, clinics and various medical practices. This program is also offered via online where more than 50% of courses are offered either online or via hybrid delivery.

**Program Length:** 45 weeks (11.25 months)

**Delivery:** Residential in Bilingual (Spanish/English) and English

Online/ Hybrid Delivery in Bilingual (Spanish/English) and English

**Class Schedule**: Monday thru Thursday (20 hours per week)

Morning: 8:30am – 1:30pm Bilingual and English offered

Evening: 5:30pm-10:30pm Bilingual only

**Credential:** Diploma

**Program Length: Total Contact Hours:**

Clock Hours 900 Theory Hours 420

Credit Hours N/A Lab Hours 360

Externship Hours 120

## Program Breakdown by Course

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| --- | --- | --- | --- | --- | --- |
| **Course Code** | **COURSE TITLE** | **Clock**  **Hours** | **Lab Hours** | **Extern. Hours** | **Total**  **Hours** |
| AHP105 | Basic Anatomy and Physiology and Medical Terminology & Abbreviations\* | 60 | 0 | 0 | 60 |
| GEN110 | Basic Math | 30 | 30 | 0 | 60 |
| GEN120 | Computer Applications | 30 | 30 | 0 | 60 |
| GEN130 | Employability/Career Planning | 30 | 30 | 0 | 60 |
| APH101 | Introduction to Allied Health Careers | 30 | 30 | 0 | 60 |
| MAS102 | Pharmacology | 30 | 30 | 0 | 60 |
| MAS104 | Medical Office Procedures | 30 | 30 | 0 | 60 |
| MAS106 | Fundamentals of Medical Insurance | 30 | 30 | 0 | 60 |
| MAS107 | Records Management & Informatics | 30 | 30 | 0 | 60 |
| MAS114 | MAS114 Specialized Medical Exams I (Phlebotomy)\* | 30 | 30 | 0 | 60 |
| MAS116 | MAS116 Specialized Medical Exams II (EKG/ECG)\* | 30 | 30 | 0 | 60 |
| MAS120 | Medical Assistant Externship | 0 | 0 | 120 | 120 |
|  | **Total** | **420** | **360** | **120** | **900** |

**Note:** Students must pay $50 registration fee and background application fee of $9 prior to first day of class.

Books and supplies after cancellation period are not refunded.

## PROGRAM COURSE DESCRIPTIONS

**AHP105 Basic Anatomy and Physiology** **and 60 Clock Hours**

**Medical Terminology & Abbreviations\***

(**60 Theory Hours /0 Lab Hours)**

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.

**Pre-requisite(s):** None

**GEN110 Basic Math 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

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.

**Pre-requisite(s):** None

**GEN120 Computer Applications 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

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.

**Pre-requisite(s):** None

**GEN130 Employability/Career Planning Skills 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

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.

**Pre-requisite(s):** None

**APH101 Introduction to Allied Health Careers 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

The course is designed to offer the student a foundation in allied health career skills. Students will learn medical terminology, as well as first aid procedures and CPR. Students will demonstrate knowledge of the healthcare delivery system, and health occupation, basic infection control procedures, HIPAA guidelines, 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 given in this course: HIPAA, OSHA, Domestic Violence, Communication with cognitively impaired clients, and Medical Errors certificates.

**Pre-requisite(s):** None

**MAS102 Pharmacology 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

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.

**Pre-requisite(s):** None

**MAS104 Medical Office Procedures 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

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.

**Pre-requisite(s):** None

**MAS106 Fundamentals of Medical Insurance 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

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.

**Pre-requisite(s):** None

**MAS108 Record Management and Informatics 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

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.

**Pre-requisite(s):** None

**MAS110 Diagnostic Imaging and X-Ray 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

This course prepares 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.

**Pre-requisite(s):** None

**MAS112 Patient Preparation and Clinical Procedures 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

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.

**Pre-requisite(s):** None

**MAS114 Specialized Medical Exam I (Phlebotomy) 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

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.

**Pre-requisite(s):** None

**MAS116 Specialized Medical Exam II EKG 60 Clock Hours**

(**30 Theory Hours /30 Lab Hours)**

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.

**Pre-requisite(s):** None

**MAS120 Medical Assistant Externship 120 Clock Hours**

(**0 Theory Hours /30 Lab Hours/ 120 Externship Hours)**

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.

**Pre-requisite(s):** Successful completion of all didactic and lab courses