

MA - MEDICAL ASSISTANT

MA110 Fundamentals for the Administrative Medical Assistant ★

Credits 3

Summer

Registration Requirement: WR090 or IECC201W; and MTH058 or MTH060; or placement above stated course levels. Corequisite: BI100. Concurrent enrollment required in MA110L. Recommended requisite: BA131.

This course will introduce the student to the administrative front office roles and responsibility of the professional medical assistant working in an ambulatory health care setting. Emphasis will be placed on managing the front office and administrative procedures, scope of practice and standards of care, legal and ethical issues, Patient's Bill of Rights, Federal and State laws affecting the medical office and interacting with patients.

Additional Course Fee: \$215.00

MA110L Fundamentals for the Administrative Medical Assistant Lab

Credit 1

Summer

Registration Requirement: WR090 or IECC201W; and MTH058 or MTH060; or placement above stated course levels. Co-requisite: MA110. Recommended requisite: BA131.

This course provides the student with the opportunity to apply and practice the administrative technical skills performed by a medical assistant in the front office of an ambulatory care facility. Emphasis on reception procedures, subject and objective information gathering, appointment scheduling, triage, telephone techniques and protocols, professional oral and written communication, medical coding, financial record keeping, HIPAA, office care and management.

Additional Course Fee: \$300.00

MA111 Interpersonal Communication in Ambulatory Health Care ★

Credits 2

Winter

Registration Requirement: Corequisites: MA210 & MA210L.

This course will focus on communication in the ambulatory care setting. Emphasis will be placed on professional verbal, nonverbal and written interaction between the medical assistant, patients, other support staff and medical providers. Professional boundaries will be covered. Participants will explore multicultural, social, religion, and ethnic diversity and how it impacts an individuals health. Students explore healthcare issues and beliefs from their own culture as well as other cultures.

MA136 Medical Documentation ★

Credits 3

Fall

Registration Requirement: Co-requisites: MA110 & MA110L.

This course covers the fundamentals of healthcare documentation as it pertains to the medical assistant. The course introduces students to the electronic health record (EHR) as a technology-based representation of healthcare data. The class covers the health record format, its use, and required information. Students examine the basics of healthcare information technology as required under the Health Information Technology for Economic and Clinical Health Act (HITECH), with emphasis on data security, privacy in health records, and the flow of healthcare documentation. Students navigate the EHR in a simulated lab.

MA140 Understanding Medical Insurance ★

Credits 3

Summer

Registration Requirement: Recommended BA131. WR090 or IECC201W; and MTH058 or MTH060; or placement above stated course levels. Co-requisites: MA110 & MA110L.

Students in the Medical Assistant program are given an introduction to the dynamics of commercial, state and federal health plans. Special emphasis is given to terminology, health plan components and how these components impact the patient regarding medical services. Students investigate the components of medical insurance contracts used in a medical provider's office and how these details impact a patient's ability to receive care.

MA210 Fundamentals of the Clinical Medical Assistant ★

Credits 6

Fall

Registration Requirement: MA110 & MA110L. Concurrent requisite: MA210L.

This course introduces the student to the skills and responsibilities of the medical assistant in the back office of the clinic setting in the ambulatory care office. Emphasis is placed on safety and privacy, patient-care provider interaction, patient preparation and interventions, initial assessment and history gathering, managing diagnostic testing, agents in the infectious disease process, immunizations, documentation of procedures and results and communication with other members of the health care team. The rationale for clinical test will be covered with discussion of pathology of the related disease process and pharmacology used to treat different diseases.

MA210L Medical Assistant Clinical Procedures Lab

Credits 4

Fall

Registration Requirement: MA110 & MA110L. Concurrent requisite: MA210.

This course has the student apply and practice technical skills utilized by the medical assistant in the back office of the ambulatory clinic setting. Emphasis is placed on safety, privacy, patient-care provider interaction, vital signs, documenting, diagnostic laboratory test, phlebotomy techniques, specimen collections and management of emergency situations. The student will learn the routes for medication administration, vaccine selection, performing initial assessments and patient history gathering. Instruction includes High-Quality CPR single-rescuer and team basic life support skills in pre-hospital and in-facility environments. Successful completion leads to American Heart Association BLS for Healthcare Providers certificate.

Additional Course Fee: \$175.00

MA213 Medical Terminology for the Medical Assistant ★

Credits 2

Summer

Registration Requirement: Recommended requisite: BA131. WR090 or IECC201W; and MTH058 or MTH060; or placement above stated course levels. Co-requisites: MA110 & MA110L.

This course is the study of medical terms and medical abbreviations associated with body systems and procedures that are used in the ambulatory health care setting.

MA214 Medical Assistant Clinical Practicum

Credits 7

Winter

Registration Requirement: Complete all previous required Medical Assistant program courses with a "C" or better. Co-requisites: MA215 & MA111.

This course is designed to provide the student the opportunity to apply, practice and formalize the knowledge and skills learned in the medical assistant lab and theory classes. The clinical experience will be in the ambulatory healthcare setting, facilitated by a medical assistant preceptor.

MA215 Review for Medical Assistant Certification Exam ★

Credits 2

Winter

Registration Requirement: MA210 & MA210L. Co-requisite: MA111.

This course is intended to help prepare the Medical Assistant student for credentialing examination. Essential content and technical skills defined by the Medical Assisting Education Review Board will be reviewed and discussed.

Course fees are subject to change. Additional section fees (web, hybrid, etc.) may apply.

★ Course offered online

🌐 Cultural Literacy course