

# MEDICAL ASSISTING (MA)

**MA 10001 FUNDAMENTALS OF MEDICAL ASSISTING 1 Credit Hour**  
introduction to the fundamental responsibilities and skills of the medical assistant, including concepts of medical asepsis, nutritional care, positioning and draping, vision and hearing screening. Emphasis is placed on incorporating knowledge of the role of the medical assistant, professional communication and associated ethical/legal considerations.  
**Prerequisite:** AHS 24010 or HED 14020; and BSCI 11010 (or BSCI 10001 and BSCI 10003).

**Schedule Type:** Laboratory

**Contact Hours:** 2 lab

**Grade Mode:** Standard Letter

**MA 10002 MEDICATION ADMINISTRATION FOR MEDICAL ASSISTANTS 1 Credit Hour**

Course develops mathematical competence to safely administer medications via parenteral and non-parenteral routes of administration. Emphasis is placed on integrating knowledge of commonly used medications and principles of safe patient care and monitoring.

**Prerequisite:** AHS 24010 or HED 14020; and BSCI 11010 (or BSCI 10001 and BSCI 10003).

**Schedule Type:** Laboratory

**Contact Hours:** 2 lab

**Grade Mode:** Standard Letter

**MA 10003 PHLEBOTOMY FOR MEDICAL ASSISTANTS 1 Credit Hour**

Course provides students with foundational knowledge and skill development to identify principles and steps of specimen collection of blood samples and to incorporate quality assurance practices, standard precautions, infections control procedures and CLIA-waived testing.

**Prerequisite:** AHS 24010 or HED 14020; and BSCI 11010 (or BSCI 10001 and BSCI 10003).

**Schedule Type:** Laboratory

**Contact Hours:** 2 lab

**Grade Mode:** Standard Letter

**MA 10004 ELECTROCARDIOGRAM FUNDAMENTALS FOR MEDICAL ASSISTANTS 1 Credit Hour**

Course provides theory and practice for completion of 12 lead electrocardiogram and allows students to demonstrate recognition of normal electrocardiograms; procedural steps of the diagnostic test; application of the understanding of the cardiovascular system; and concepts of safe patient care.

**Prerequisite:** AHS 24010 or HED 14020; and BSCI 11010 (or BSCI 10001 and BSCI 10003).

**Schedule Type:** Laboratory

**Contact Hours:** 2 lab

**Grade Mode:** Standard Letter

**MA 10005 BASIC CLINICAL MEDICAL ASSISTING PROCEDURES 3 Credit Hours**

Course provides students with a foundational overview and practice of basic procedures completed in the physician's office and outpatient health care settings. It incorporates concepts of critical thinking, safety, infection control and appropriate communication and patient education expected of the medical assistant during procedures. Emphasis is placed on laboratory testing, associated pathology, collection and processing of specimens aligned with the Occupational Health and Safety Administration (OSHA) and Clinical Laboratory Improvement Amendment (CLIA) regulations and guidelines as applicable. Laboratory testing includes basic urinalysis, microbiology testing, serological testing, hematology testing and point-of-care testing.

**Prerequisite:** AHS 24010 or HED 14020; and BSCI 11010 (or BSCI 10001 and BSCI 10003).

**Schedule Type:** Laboratory, Lecture, Combined Lecture and Lab

**Contact Hours:** 1 lecture, 4 lab

**Grade Mode:** Standard Letter

**MA 10006 REIMBURSEMENT FOR PHYSICIAN SERVICES 3 Credit Hours**

Introduction to basic medical practice finances, including insurance forms, common terminology and basic coding processes used in the health care setting. Students understand the aspects of third-party reimbursement processes in the medical office.

**Prerequisite:** MA 10001 and MA 10002 and MA 10003 and MA 10004 and MA 10005 and OTEC 26635.

**Schedule Type:** Lecture

**Contact Hours:** 3 lecture

**Grade Mode:** Standard Letter

**MA 10007 ADVANCED CLINICAL MEDICAL ASSISTING 4 Credit Hours**

Course provides students with theory and practice of advanced procedures that medical assistants encounter or complete in outpatient health care settings, including physician offices and outpatient settings. It incorporates concepts of critical thinking, safety, infection control and appropriate communication during procedures. Students practice application of theory to various diagnostic tests and procedures in the following specialty areas: ophthalmology, otology, gastroenterology, genitourinary, obstetrics/gynecology, pediatrics, orthopedics, neurology, mental health, endocrinology and pulmonary.

**Prerequisite:** MA 10001 and MA 10002 and MA 10003 and MA 10004 and MA 10005 and OTEC 26635.

**Schedule Type:** Combined Lecture and Lab

**Contact Hours:** 2 lecture, 4 lab

**Grade Mode:** Standard Letter

**MA 10092 MEDICAL ASSISTING PRACTICUM (ELR) 3 Credit Hours**

Capstone course in medical assisting with supervised clinical experience in an ambulatory healthcare setting. Students perform and participate in clinical and administrative activities that allow demonstration of knowledge and skills of a medical assistant. Minimum 160 clock hours. This course requires students to be at least 18 years of age.

**Prerequisite:** MA 10001 and MA 10001 and MA 10003 and MA 10004 and MA 10005 and OTEC 26635.

**Pre/corequisite:** MA 10006 and MA 10007.

**Schedule Type:** Practical Experience

**Contact Hours:** 10.66 other

**Grade Mode:** Satisfactory/Unsatisfactory-IP

**Attributes:** Experiential Learning Requirement