

# MEDICAL ASSISTING (MEDASST)

## Medical Assisting (MEDASST) 102

### Medical Law & Ethics

This course considers the standards of ethical conduct toward patients, colleagues and other members of the medical team. Legal responsibility, professional liability, licensing, contracts and other applications of law in medicine will be included. This course discusses what medical career students should know to give competent, compassionate care to patients that is within acceptable legal and ethical boundaries. It can also serve as a guide to help the students resolve the many legal and ethical questions that they may find to expect. Pertinent legal cases, anecdotes, and sidebars related to health careers are presented in this course as well as how legislation affects health care. Writing assignments, as appropriate to discipline, are in part of the course.

*Acceptance into the Medical Assisting program.*

3 Lecture hours. 3 Credit Hours.

**Offered At:** MX

## Medical Assisting (MEDASST) 103

### Medical Assisting Clinical Procedures I

This course is designed to introduce students to basic clinical procedures in the medical office assisting field. Students will learn to perform basic skills and assist with procedures common to the medical office. Instruction will include classroom and laboratory as learning experience. Writing assignments, as appropriate to the discipline, are part of the course.

*Acceptance into the Medical Assisting Program.*

2 Laboratory hours. 2 Lecture hours. 3 Credit Hours.

**Offered At:** MX

## Medical Assisting (MEDASST) 104

### Medical Assisting Clinical Procedures II

This course is designed to build upon the knowledge and skills developed in Clinical I. Students will learn to perform clinical skills and assist with procedures common to the medical office. Instruction will include classroom and laboratory learning experiences. Writing assignments, as appropriate to the discipline, are part of the course.

*Acceptance into the Medical Assisting Program.*

2 Laboratory hours. 2 Lecture hours. 3 Credit Hours.

**Offered At:** MX

## Medical Assisting (MEDASST) 105

### Medical Careers Professional Development

This course explores professional issues that affect the medical assistant. Current trends in education, certification, and employment will be discussed and their impact on the practicing medical assistant will be emphasized. Communication skills that will enhance the performance of the medical assistant will also be reviewed. Employment seeking techniques such as resume preparation and interviewing skills will be included. Writing assignments, as appropriate to the discipline are part of the course.

*Acceptance into the Medical Assisting program.*

2 Lecture hours. 2 Credit Hours.

**Offered At:** MX

## Medical Assisting (MEDASST) 106

### Administrative Procedures

This course will explore administrative and front office responsibilities in the physician's practice or clinical setting. Emphasis is placed on clerical functions, including verbal and written communication, patient reception, and records management. Writing assignments, as appropriate to the discipline, are part of the course.

*Acceptance into the Medical Assisting program.*

2 Laboratory hours. 2 Lecture hours. 3 Credit Hours.

**Offered At:** MX

## Medical Assisting (MEDASST) 107

### Pharmacology

This course introduces the students to the basic skills that are performed by the medical assistant in the medical office. The course will emphasize the principles of pharmacology as they relate to medication administration in the medical office and clinical settings. Writing assignments, as appropriate to the discipline, are part of the course.

*Acceptance into the Medical Assisting Program.*

4 Laboratory hours. 2 Lecture hours. 4 Credit Hours.

**Offered At:** MX

## Medical Assisting (MEDASST) 108

### Fundamentals of Ambulatory Billing and Coding

This course covers performance of coding procedures; application of third party and managed care policies, procedures, and guidelines, including obtaining referrals and pre-certifications; billing for services, including insurance claim forms and use of a physician's fee schedule. Writing assignments, as appropriate to the discipline, are part of the course.

*Acceptance into the Medical Assisting Program.*

2 Laboratory hours. 2 Lecture hours. 3 Credit Hours.

**Offered At:** MX

## Medical Assisting (MEDASST) 109

### Medical Assisting Practicum

This course requires medical assisting students to integrate and apply knowledge and skills from all previous medical assisting courses in an actual ambulatory health care setting. Students will be assigned to the clinical sites. Writing assignments, as appropriate to the discipline, are part of the course.

*Current CPR certification and completion of all coursework in the Medical Assisting Program including HEALTH 102 and 105, MEDASST 103,104,106,107 and 108.*

15 Laboratory hours. 3 Credit Hours.

**Offered At:** MX