

MEDICAL ASSISTING (MA)

MA 270 3 units

Introduction to Medical Assisting

36 hours lecture, 54 hours laboratory

Grading: letter grade.

This is the first course of three courses designed for prospective medical assistants. Topics will include instruction of procedures utilized by medical assistants. This includes the beginning level skills of asepsis, vital signs, health history, office emergencies, telephone techniques, patient education, and appointment scheduling. Typically offered for nine weeks. In order to assist students with the challenges of the course content, students are required to complete 3 hours of Supplemental Learning Assistance activities in a Multidisciplinary Success Center over the course of the semester.

MA 280 3 units

Health Care Clinical Procedures

36 hours lecture, 54 hours laboratory

Corequisite: MA 270.

Grading: letter grade.

This is the second course of three courses designed for prospective clinical medical assistants. This course develops the skills required to assist the physician with instruction in the advanced level of psychosocial skills, surgical asepsis, assisting with minor surgery, physical exams, specialty exams, patient positioning, drug administration, and resume preparation.

MA 282 3 units

Advanced Health Care Clinical Procedures

36 hours lecture, 54 hours laboratory

Prerequisite: MA 280.

Grading: letter grade.

This is the third of three courses designed for prospective clinical medical assistants. Topics will include instruction in the advanced level of psychosocial skills, electrocardiograph techniques, phlebotomy, injections and in office laboratory skills.

MA 286 4 units

Medical Assisting Combined Practicum

216 hours laboratory

Corequisite: MA 282 and MA 288.

Grading: pass/no pass.

This course is designed to give the student work experience in selected health care offices and/or clinics. Students in this course will experience the administrative as well as the clinical aspects of Medical Assisting.

MA 288 1 units

Medical Assisting Practicum Seminar

18 hours lecture

Corequisite: MA 282 and MA 286.

Grading: letter grade.

This course offers students in the Medical Assisting Program an advanced level of skills and theory, including office emergencies, professional office conduct, health care office management, resume writing and techniques utilized in job seeking.

MA 290 3 units

Basic Medical Insurance Billing

36 hours lecture, 54 hours laboratory

Grading: letter grade.

This course is designed for prospective medical assistants and those students interested in medical insurance billing. This course will include medical insurance billing requirements, ICD-10, and CPT coding, to successfully file claims and effect collection of payment for medical services given.