

Medical Assistant Seminar
 MA 232 1 Credit/Unit

1 hours of lecture

Develop skills that provide an edge in the health care job market and develop the soft skills - the personal qualities, habits, attitudes, and social graces necessary to be high functioning employees in various health care environments. [GE]

Medical Coding For Medical Assistants
 MA 241 4 Credits/Units

4 hours of lecture

Introduction to procedural and diagnostic coding in ambulatory settings using current diagnostic and procedural coding systems. Introduction to the symbols, terminology and methods of both diagnostic and procedural coding used by physicians and third parties and is guided step-by-step through various coding scenarios by means of workbook exercises and actual case studies. The format and guidelines of the ICD, CPT, and HCPCS code sets are reviewed to include E/M codes and modifiers.

Patient Advocacy And Care Navigation
 MA 251 3 Credits/Units

3 hours of lecture

Introduction to the knowledge, skills, and attitudes necessary to apply care navigation for the benefit of the patient. The content focuses on the healthcare systems, patient profiles and needs, communication basics, an introduction to chronic illness, and health coaching.

Statistics for Health Care Professionals
 MA 261 2 Credits/Units

2 hours of lecture

Introduction to statistical computations and analysis used in healthcare. Topics include patient census, occupancy, length of stay, mortality and morbidity statistics. Cannot receive credit for both BMED 105 and MA261. [GE]

Selected TOPICS
 MA 280 1-4 Credits/Units

4 hours of lecture

Topics in Medical Assisting vary, and course theme and content change to reflect new topics. Because the course varies in content, it is repeatable for credit for different topics. Individual topics are listed in the term class schedules. [GE]

Special Projects
 MA 290 1-5 Credits/Units

5 hours of lecture

Opportunity to plan, organize and complete special projects approved by the faculty of the department. [GE]