

MEDICAL ASSISTING (MA)

Math for Medical Assistants
MA 103 3 Credits/Units

3.0 hours of lecture

Prerequisite: CAP 42 (grade of "C" or higher) or placement into Math level 10

Admission into the program required for enrollment. Prepares medical assistants to understand and master the mathematics encountered in the medical assistant profession. Mathematical concepts will relate to both administrative procedures and dosage calculations for the physician's office and/or medical care facility. Cannot receive credit for both BMED 103 and MA 103. [CP, GE]

Medical Office Administrative Procedures
MA 104 6 Credits/Units

3.0 hours of lecture / 6.0 hours of lab

Admission into the program required for enrollment. Introduction to administrative positions in the medical field. Students gain introductory administrative competencies. The lab portion of the class prepares the student in medical office competencies and relevant software. Encompasses coding, financial tasks, accounting practices, office management, and human resource duties. Strong teamwork and time management skills are necessary to be successful in this rigorous course. [GE, HR, SE]

Medical Reimbursement
MA 114 4 Credits/Units

4.0 hours of lecture

Admission into the program required for enrollment. Comprehensive study of the revenue cycle, health insurance terminology, insurance plans, claim forms, and reimbursement methodologies for outpatient and inpatient health care services. Topics include, study of standard industry claim forms, introduction to medical coding, HIPAA compliance, fraud and abuse issues. Step by step guidance for proper completion and processing of billing forms by means of homework exercises and case studies. [GE, HR]

Legal Aspects of The Medical Office
MA 123 3 Credits/Units

3.0 hours of lecture

Admission into the program required for enrollment. Introduction to medical law, ethics and bioethics. Topics will include: ethics and bioethics in the practice of medicine, professional codes of ethics, an introduction to law, legal guidelines and the practice of medicine including professional liability, public duties, consents, advance directives, anatomy of a malpractice case, legal aspects of medical records, confidentiality, security of patient information and the release of patient information, patient access to their own medical records, and responding to subpoena duces tecum of medical records. [GE]

Therapeutic Comm Skills for Health Prof
MA 124 2 Credits/Units

2.0 hours of lecture

Admission into the program required for enrollment. Identify and describe the basic components of the communication model, the various types of communication, and the role communication plays to satisfy needs. Techniques for encouraging a therapeutic and helping relationship with the patient, providers, and families. Includes an overview of the psychosocial development of a person, from birth to death. [GE]

Introduction to Pathophysiology
MA 201 5 Credits/Units

5.0 hours of lecture

Admission into the program required for enrollment. Introduction to the general mechanisms of systemic disease including etiology, physical signs, and symptoms. Etiology focus will include infectious mechanisms, hereditary contributions, external physical agents and autoimmune conditions. Discussions of differences between disease and illness to include basic principles of pharmacology laboratory and diagnostic tests, overview of common therapies, prognosis and public health issues. [GE]

MA Assistant Examination Review
MA 202 2 Credits/Units

2.0 hours of lecture

Admission into the program required for enrollment. Review of Medical Assistant administrative and clinical competencies. Cognitive knowledge review of all major concepts necessary for students in preparation to take the CMA (AAMA) examination. Discussion of studying and test taking techniques to prepare for the CMA certification. [GE]

Medical Office Clinical Procedures
MA 211 6 Credits/Units

3.0 hours of lecture / 6.0 hours of lab

Admission into the program required for enrollment. Principles of medical office clinical procedures including preparing a patient for assisting a physician with examinations, procedures, and components of patient history. It includes patient charting, vital signs, sterile setups, universal blood precautions, methods of asepsis and sterilization, collecting blood, processing specimens, equipment preparation and operation, electrocardiography (EKG), and medication administration. Topics also include techniques in patient interviewing and education. Lab provides the opportunity for practice and to demonstrate proficiency in procedures. [GE]

Pharmacology for Medical Assistants
MA 212 3 Credits/Units

2.0 hours of lecture / 2.0 hours of lab

Admission into the program required for enrollment. Introduction to the basics of medication administration including trade and generic names of prescription and over-the-counter medications commonly prescribed, medication classifications, routes of administration, dosages, effects and implications and appropriate methods of documentation. Cannot receive credit for both HEOC 130 and MA 212. [GE]

Medical Office Laboratory Procedures
MA 221 6 Credits/Units

2.0 hours of lecture / 8.0 hours of lab

Admission into the program required for enrollment. Introduction to specimen collection and processing. Performing basic CLIA waived hematology, chemistry and immunology testing; microscopic urine tests including gram smears; basic culture techniques and blood typing. Equipment use and maintenance, re-agent storage and handling. Continued practice in blood specimen collection and injections. Quality control measures are taught and implemented. Lab safety emphasized. [GE]

Medical Assistant Practicum
MA 222 6 Credits/Units

17.0 hours of clinical

Admission into the program required for enrollment. Supervised medical assistant experience in a health care facility. Provides students with the opportunity to apply knowledge and skill in performing administrative and clinical procedures and in developing professional attitudes for interacting with other professionals and consumers. [GE, HR]

Medical Assistant Seminar
 MA 232 1 Credit/Unit

1.0 hours of lecture

Admission into the program required for enrollment. 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

4.0 hours of lecture

Admission into the program required for enrollment. 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. [GE]

Patient Advocacy and Care Navigation
 MA 251 3 Credits/Units

3.0 hours of lecture

Admission into the program required for enrollment. 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. [GE]

Statistics for Health Care Professionals
 MA 261 2 Credits/Units

2.0 hours of lecture

Admission into the program required for enrollment. 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 MA 261. [GE]

Selected Topics
 MA 280 1-4 Credits/Units

4.0 hours of lecture

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

Special Projects
 MA 290 1-5 Credits/Units

5.0 hours of lecture

Admission into the program required for enrollment. Opportunity to plan, organize and complete special projects approved by the department. [GE]