

Medical Assistant (MED)

MED 120 Introduction to Medical Assisting

3 Hours

Prerequisites: NAD 101
3 hours weekly (3-0)

This course lays a foundation for the completion of the MED program by presenting broad aspects related to each component of being an entry-level professional medical assistant. The course orients students to the clinical, clerical, and content-based areas of front and back office practices, along with the primary scientific and psychological concepts underlying a competent medical assistant's career. This course transitions from the NAD 101 CNA training. Students will be able to evaluate their potential to succeed as a medical assistant.

MED 122 Medical Office Procedures

4 Hours

Prerequisites: MED 120 and admission to the Medical Assistant Program or the consent of the program director.
5 hours weekly (3-2)

The core competencies needed to efficiently manage the front office in a health-care setting will be emphasized in this course. Communication skills for oral and written business transactions, electronic technology applications, bookkeeping procedures, legal concepts, medical records and facility management; community resources; and the frameworks for quality control and assurance are covered.

MED 124 Medical Terminology and Coding

3 Hours

Prerequisites: Admission to the Medical Assistant Program or the instructor's consent.
3 hours weekly (3-0)

The basic structure of medical words, including the applications of medical terminology; a general overview of the current diagnostic and procedural CPT/ICD-9 coding protocols and medical practice reimbursements are presented in this course.

MED 130 Pharmacology

3 Hours

Prerequisites: MED 120, MED 122, MED 124 and admission to the Medical Assistant Program or the consent of the program director.
4 hours weekly (2-2)

Basic pharmacological considerations commonly seen in outpatient settings, including the proper techniques and calculations involved in the selection, preparation, administration, and monitoring of medications given via oral and parenteral (excluding IV) routes are covered in this course.

MED 132 Medical Clinic Procedures

4 Hours

Prerequisites: MED 120, MED 122, MED 124 and admission to the Medical Assistant Program or consent of the program director.
5 hours weekly (3-2)

The fundamental tasks and procedures related to the clinical operations in an ambulatory healthcare facility are presented in this course. Course components include the theory related to clinical procedures involving patient care and instructions; assisting with specialty examinations and procedures and office/ambulatory surgery; rehabilitation and therapeutic modalities; nutrition in health and disease; and diagnostic testing.

MED 133 Medical Office Laboratory Procedures

2 Hours

Prerequisites: MED 120, MED 122, MED 124 and admission into the Medical Assistant program or consent of an allied health coordinator.
2 hours weekly (1-1)

Medical Office Laboratory Procedures introduces the medical assistant student to standard laboratory procedures within a medical office. Health and safety guidelines, types of laboratory testing, quality control, specimen collection, and uses of microscopes are included. Students will learn basic phlebotomy techniques and perform collection methods. Hematology, urinalysis, basic microbiology, and other specialty laboratory tests are reviewed.

MED 134 Externship

3 Hours

Prerequisites: MED 120, MED 122, MED 124,
MED 130, MED 132 and MED 133
11 hours weekly (1-10)

This course is a practical externship at ambulatory health care sites designed to reinforce classroom theory and applications for medical assisting students to gain hands-on experience.