

MEDICAL ASSISTANT PROGRAM

EDUCATIONAL OBJECTIVE

The objective of the Medical Assistant program is to prepare the student for an entry-level position as a medical assistant, or related position in the medical field. This may include job duties such as medical assistant, medical records clerk, medical transcriptionist, medical biller/coder, customer service rep, insurance verification clerk, medical receptionist, front office clerk, phlebotomist, lab tech, or admittance clerk in the medical office, insurance, hospital/clinic, or other related workplace settings.

PROGRAM LENGTH

FULL-TIME day students should complete the program in approximately ten to 11 months, or 48 weeks.

PART-TIME night students should complete the program in approximately 24 months, or 76 to 92 weeks.

SEQUENCE OF COURSES

The subject titles will be offered in the order which follows hereafter. This course sequence may be subject to variation to address scheduling needs.

CURRICULUM

Course Number	Subject	Theory Contact Hrs	Lab Hours	Externship Contact Hrs	Quarter Credit Hours
MA101	Beginning Keyboarding	6	54	0	3
MA102	Proofreading for Professionals	55	0	0	5.5
MA140	Medical Terminology I	60	0	0	6
MA150	Anatomy & Physiology I	60	0	0	6
MA210	Introduction to Computers and Word Processing I	8	32	0	2
MA303	Insurance Claims & Collections	46	14	0	5
MA330	Medical Office Computer Practice	10	40	0	3
MA400	Career Development	18	2	0	1.5
MA401	Beginning Medical Transcription	12	48	0	3
MA403	Externship	0	0	160	5
MA404	Clinical Skills I	12	48	0	3
MA405	Clinical Skills II	12	48	0	3
MA410	Pathology & Disease Processes	30	30	0	4.5
MA420	Medical Lab Procedures I	12	48	0	3
MA421	Medical Lab Procedures II	12	48	0	3
MA450	Medical Law & Ethics	60	0	0	6
SUBTOTALS		413	412	160	62.5
TOTAL CREDIT HOURS REQUIRED FOR COMPLETION					62.5
TOTAL CLOCK HOURS REQUIRED FOR COMPLETION					985



Photo taken at ACI Campus

DESCRIPTION OF SUBJECTS

Clock Hours/Credit Hours
MA101 60/3

BEGINNING KEYBOARDING

The student will learn keyboarding basics and attain a keyboarding speed ranging from 40wpm to 60wpm.

(Prerequisite: None)

MA140 60/6

MEDICAL TERMINOLOGY I

This course covers the pronunciation, spelling, and usage of medical terms and abbreviations. Topics include building medical terms using word roots, suffixes, prefixes, and combining forms. Emphasis is placed on medical abbreviations, definitions, pronunciation, and spelling of terms. Upon successful completion of this course, students will be able to use medical terms and abbreviations and pronounce medical terminology.

(Prerequisite: None)

MA150 60/6

ANATOMY & PHYSIOLOGY I

This course presents an integrated approach to the human body. Topics include the structural makeup and function of each body system and the organic process of living organisms. Upon successful completion of this course, students will be able to separate and identify the parts of the human body to ascertain their position, anatomy, and function and to determine healthy organic processes.

(Prerequisite: MA 140)

MA210 40/2

INTRODUCTION TO COMPUTERS AND WORD PROCESSING I

This subject introduces the student to basic computer operations. The student will learn how to create, format, edit, save, print, and manage documents using word processing software (Microsoft Word).

(Prerequisite: None)

MA303 60/5

INSURANCE CLAIMS & COLLECTIONS.

The student will learn the process of completing and filing insurance claims and collecting payment for services.

(Prerequisite: None)

MA330 50/3

MEDICAL OFFICE COMPUTER PRACTICE

The student will learn computerized applications used in the medical office. Students will learn the Medical Manager or Medisoft programs and their

applications. The subjects of record keeping and accounting will be covered. This course includes simulated situations.

(Prerequisite: None)

MA400 20/1.5

CAREER DEVELOPMENT

This subject is designed to assist the student in obtaining a job after graduation. The student will learn how to create a resume, prepare for a successful job interview, and dress appropriately for the business office.

(Prerequisite: None)

MA401 60/3

BEGINNING MEDICAL TRANSCRIPTION

This course teaches students the medical transcription techniques, technologies, and editing skills needed to prepare to work in the medical transcription profession. The main objective is to provide the students with knowledge of the content and formats of medical reports typically dictated in clinics, hospitals, and hospital ancillary and support facilities. Progressive transcription skill building is achieved through medical specialty-based patient studies.

(Prerequisites: MA 101, MA 210, MA 410)

MA403 160/5

EXTERNSHIP

This course provides an opportunity for the student to incorporate the knowledge and skills acquired during course work in an actual clinical environment through non-paid training under the guidance of experienced professionals. Upon successful completion of this course, the student will be prepared to successfully enter the field of medical assisting.

(Prerequisite: Completion of all required subjects.)

MA404 60/3

CLINICAL SKILLS I

The student will learn the theory and practical components relating to Universal Precautions, OSHA regulations, aseptic technique, instrumentation, patient interviewing, vital signs and statistics, and visual acuity, and how to document the results. The subject of patient relations will be covered.

(Prerequisite: MA 150)

MA405 60/3

CLINICAL SKILLS II

The student will learn to build on the knowledge and expertise acquired in Clinical Skills I with emphasis on the theory and practical aspects relating to the preparation of patients, including assisting with and documenting routine clinical examinations and procedures. The student will perform electrocardiograms and will learn the prevention, recognition, and management of emergencies in the

DESCRIPTION OF SUBJECTS *(CONTINUED)*

health care setting. The student will be instructed on phlebotomy collection and the use of all methods of collection (Vacutainer method and butterfly or syringe draw technique), capillary puncture on adults, infant collection, and in-house lab tests typical to a physician's office (including UA, pregnancy, cholesterol, and glucose). The student will administer injections, differentiate needle sizes required for site selection, correctly calculate medication dosage, chart medication, and learn different routes of administration of medication. The student will be instructed in first aid and bandaging and will successfully complete CPR/AED for Basic Life Support for Healthcare Provider.

(Prerequisite: MA 404)

Clock Hours/Credit Hours

MA41060/4.5

PATHOLOGY & DISEASE PROCESSES

This course presents an integrated approach to pathogenic processes of anatomical systems. The systems include, but are not limited to, integumentary, skeletal, muscular, nervous, circulatory, immune, respiratory, digestive, endocrine, special senses, urinary, and reproductive. Pharmacokinetics is also introduced with emphasis on the action of drugs on the body. Upon completion of this course, students will be able to identify disease processes of these systems to determine environmental and genetic conditions that affect the human body.

(Prerequisite: MA 150)

MA42060/3

MEDICAL LAB PROCEDURES I

The student will learn the collection, performance, and quality control of tests common to a physician's office. Testing includes immunohematology, coagulation, and pulmonary function. The subject of medication administration will be covered.

(Prerequisite: MA 150)

MA42160/3

MEDICAL LAB PROCEDURES II

The student will practice lab safety (OSHA) universal precaution and use of PPE in patient care. The student will perform administrative and clinical duties of a medical assistant including, but not limited to, triage, charting, abbreviations, vitals, infant measurement and restraints, patient positioning, instrument identification, and tray setup used in exam procedures. The student will perform electro-

cardiograms and learn problem-solving skills in connection with EKG leads and poor readings. The student will be instructed on phlebotomy collection and the use of all methods of collection (Vacutainer method and butterfly or syringe draw technique), capillary puncture on adults, infant collection, and in-house lab tests typical to a physician's office (including UA, pregnancy, cholesterol, and glucose). The student will administer injections, differentiate needle sizes required for site selection, correctly calculate medication dosage, chart medication, and learn different routes of administration of medication. The student will be instructed in first aid and bandaging and will successfully complete CPR/AED for Basic Life Support for Healthcare Provider. The student will be required to complete all tasks in a timely manner.

(Prerequisite: MA420)

MA45060/6

MEDICAL LAW & ETHICS

The student will learn to acquaint himself with the standards of ethical conduct toward patients, colleagues, and other members of the medical team. Legal responsibility, professional liability, licensing, contracts, risk management, and other applications to law in medicine will be included.

(Prerequisite: None)

MA10255/5.5

PROOFREADING FOR PROFESSIONALS

This subject introduces the student to basic proofreading tools necessary in the legal, medical, and business fields. Students will learn four proofreading techniques as well as the proofreaders' marks. Upon completion, students will be able to identify errors in content, grammar and usage mechanics, omissions, transpositions, and spelling. Students will be able to correct errors of this kind in any type of document.

(Prerequisite: None)