MEDICAL ASSISTANT

MASST 1130
Introduction to Medical Assisting
3 Credit Hours
Students will be introduced to the medical assistant profession. Concepts of communication, responsibilities of a medical assistant with an emphasis on medical records, appointment scheduling, and basic administrative procedures are included. Prerequisite: Health Sciences 1110 with a grade of C or better, or equivalent or Anatomy and Physiology 1500 with a grade of C or better, or equivalent and Computer Information Systems 1110 with a grade of C or better, or equivalent or Computer Information Systems 1150 with a grade of C or better, or equivalent or Office Technology Information 1200 with a grade of C or better, or equivalent or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet. (2 lecture hours, 2 lab hours)

MASST 1133
Practice Finance for Medical Assistants
3 Credit Hours
Students will be introduced to billing, coding, and health care insurance as it relates to physician offices. Introduction to accounts receivable functions and accounts payable procedures is also included. Prerequisite: Concurrent enrollment is required in Computer Information Systems 1110 or Computer Information Systems 1150 or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet. (2 lecture hours, 2 lab hours)

MASST 2211
Legal and Ethical Aspects of Health Care
3 Credit Hours
Legal and ethical aspects of health care with an emphasis on patient's rights, confidentiality, liability, code of ethics, documentation, consent, release of information and standard of care as they apply to medical assisting. Prerequisite: Health Sciences 1110 with a grade of C or better or equivalent or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet. (3 lecture hours)

MASST 2233
Pathophysiology for Med Assisting
3 Credit Hours
Students will explore the functional changes that accompany injuries, disorders, and disease states as they relate to medical assisting. Prerequisite: Concurrent enrollment is required in Medical Assisting 1130 and Anatomy & Physiology 1500 with a grade of C or better, or equivalent or Anatomy & Physiology 1551 and Anatomy & Physiology 1552 with a grade of C or better, or equivalent, or Anatomy & Physiology 1571 and Anatomy & Physiology 1572 with a grade of C or better, or equivalent or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet. (3 lecture hours)

MASST 2237
Assisting With Medical Specialties
3 Credit Hours
Students will be introduced to clinical skills required for medical assistants in a variety of physician specialty offices including urgent care settings. Prerequisite: Medical Assistant 1130 with a grade of C or better, or equivalent or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet. (2 lecture hours, 3 lab hours)

MASST 2239
Medical Assistant Clinical Procedures
3 Credit Hours
Students will study clinical procedures performed by a medical assistant with an emphasis on medication administration, vital signs, patient navigation, nutrition, health promotion, and patient preparation. Prerequisite: Medical Assistant 1130 with a grade of C or better, or equivalent or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet. (2 lecture hours, 3 lab hours)

MASST 2245
Workplace Development for Medical Assistant
2 Credit Hours
Students will be introduced to professionalism and communication skills for medical office personnel with an emphasis on successfully securing and retaining employment. Prerequisite: Medical Assistant 1130 with a grade of C or better or equivalent or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet. (1 lecture, 2 lab hours)

MASST 2250
Medical Assistant Practicum
3 Credit Hours
Integrated clinical practice in medical assisting with a minimum of 180 clinical contact hours in a qualified medical office. Prerequisite: Consent of instructor is required. Students must complete the required pre-registration requirements as stated in the Registration Packet.

MASST 2253
Certified Medical Assistant Exam Prep
1 Credit Hour
Students will prepare for the medical assistant certification exam offered by the American Association of Medical Assisting (AAMA). The class will include a review of the theory and skills required for medical assisting. Prerequisite: Medical Assistant 1130 or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet. (1 lecture hour)