

MEDICAL ASSISTING (MAS)

MAS 120 Medical Assisting Fundamentals (3 credits)

This course introduces the student to medical assisting. Topics include choosing a career as a medical assistant; working in today's healthcare environment; understanding legal and ethical issues; communicating with clients, physicians and staff; emerging trends in medicine; and control and measurement of blood pressure. Emphasis throughout this course is placed on the professional standards of conduct essential to a career in medical assisting. Course includes 45 hours of lecture per semester.

MAS 122 Clinical Medical Assistant I (3 credits)

This course introduces the student to basic clinical skills performed by the medical assistant. Topics covered include the medical assistant's role in medical records and documentation, obtaining and documenting medical history, vital signs and anthropometric measurements, assisting with general exams, client teaching, medical asepsis and infection control, medical office emergencies, and life-span concepts. Emphasis throughout this course is placed on the essential clinical skills for a successful career in medical assisting. Course includes 30 hours of lecture and 30 hours of laboratory per semester. Course fee.

Prerequisite(s): (BIO 108 and BIO 116) or (BIO 103 and BIO 104) or (BIO 203 and BIO 204) and (MAS 120) and (AHS 101)

MAS 124 Clinical Medical Assistant II (4 credits)

This course focuses on advanced clinical skills for the medical assistant. Topics include principles and practices of surgical asepsis, minor surgical assisting, instrument identification and function, electrocardiography techniques, common medical specialty disorders, and medical assisting skills employed in the medical specialties. Emphasis is placed on clinical competence required for employment in medical specialty practice. Course includes 45 hours of lecture and 30 hours of laboratory per semester. Course fee.

Prerequisite(s): (MAS 122)

MAS 126 Administrative Medical Assisting I (3 credits)

This course introduces students to the administrative role of the medical assistant in the ambulatory care setting. Topics include professional communication skills, medical office equipment, legal and ethical considerations in the use of information technology, and the electronic health records. Course Fee.

Prerequisite(s): (AHS 101)

MAS 127 Administrative Medical Assisting II (3 credits)

This course provides students with a basic knowledge of the descriptive terms and identifying codes for valid reporting of medical services and procedures performed by physicians. The coding and classification of diseases, symptoms, operations and procedures are presented. Skills in analyzing medical records to identify data elements to be coded are developed. Legal and ethical considerations are discussed. Career opportunities and certifications in coding are presented. Course includes 45 hours of lecture per semester.

Prerequisite(s): (AHS 101)

MAS 200 Laboratory Procedures for Medical Assistant (3 credits)

This course introduces students to the role of the medical assistant in the laboratory. Topics include an overview of the clinical laboratory, laboratory standards and regulations, laboratory safety, and the collection, processing, and diagnostic procedures associated with clinical chemistry, urinalysis, hematology, serology, immunohematology, and microbiology. Course includes 30 hours of lecture and 30 hours of laboratory per semester. Course fee.

Prerequisite(s): (MAS 124)

MAS 202 Pharmacology for the Medical Assistant (3 credits)

This course integrates the principles and concepts of common pharmacologic interventions related to the practice of the Medical Assistant. Topics of study include dosage calculation, medication orders and errors, drug sources, schedules and dosages, medication preparation and administration. Emphasis is based on understanding of drug classification, drug action, reasons for administration, therapeutic effects, side effects, and client teaching for common medications. Course includes 30 hours of lecture and 30 hours of laboratory per semester. Course fee.

Prerequisite(s): MAS 120

MAS 210 Medical Assisting Practicum (4 credits)

This course provides students with 160 hours of required administrative and client care experience in a medical office and fifteen additional instructional hours focused on employment and certification preparation. The student integrates and applies knowledge and skills from prerequisite coursework in an actual health care delivery setting. Administrative, clinical and laboratory skills are performed under the supervision of trained mentors to transition the student into the role of professional medical assistant. Course includes 15 hours of instruction and 160 hours of practicum per semester. Offered fall, spring and summer sessions.

Prerequisite(s): (MAS 124 and MAS 126 and MAS 127 and MAS 200 and MAS 202 and OS 135)