AC 102: MEDICAL ASSISTING (900 Hours)

The Medical Assisting program prepares students to perform both administrative and clinical duties under the direction of a physician. Students will be trained in a broad range of skills that are essential to a career in a medical setting - including administrative tasks and clinical duties. This program will focus on medical practices and procedures, medical ethics and law, medical insurance and record keeping and patient preparation for basic laboratory procedures and tests. The program will also prepare students to work as cardiac monitoring technicians. A 300-hour internship is required upon completion of the coursework.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
<th>&quot;T&quot;, &quot;S&quot;. or &quot;I&quot; (see below)</th>
</tr>
</thead>
<tbody>
<tr>
<td># MA101: Computer Fundamental</td>
<td>60</td>
<td>S</td>
</tr>
<tr>
<td># MA102: Medical Terminology</td>
<td>60</td>
<td>T</td>
</tr>
<tr>
<td># MA103: Medical Typing and Transcription</td>
<td>60</td>
<td>T</td>
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<tr>
<td># MA104: Anatomy Physiology</td>
<td>60</td>
<td>T</td>
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<tr>
<td>* MA 105: Computerized Medical Billing &amp; Coding</td>
<td>60</td>
<td>S</td>
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<tr>
<td>* MA106: Office Administration, Law &amp; Ethics</td>
<td>60</td>
<td>T</td>
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<tr>
<td>* MA107: Office Surgery Procedures &amp; Aseptic Techniques</td>
<td>60</td>
<td>S</td>
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<tr>
<td>* MA108: Medical Office Emergencies</td>
<td>60</td>
<td>S</td>
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<tr>
<td>* MA109: Medical Laboratory &amp; Examination</td>
<td>60</td>
<td>S</td>
</tr>
<tr>
<td>* MA110: EKG &amp;Phlebotomy</td>
<td>60</td>
<td>S</td>
</tr>
<tr>
<td>MA111: Internship</td>
<td>300</td>
<td>I</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>900</td>
<td></td>
</tr>
</tbody>
</table>

NOTE:
Courses marked with "#" are Core Courses.
Courses marked with an asterisk* can be offered in any sequence within the curriculum as long as are requisites are met.
"T" Stand for Theory
"S" Stand for Skill
"I" Stand for Internship

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration In Hours</th>
<th>Reg. Fee</th>
<th>Books &amp; Supplies</th>
<th>Tuition</th>
<th>Total Program Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant Incl. 300 hours Externship</td>
<td>900</td>
<td>*$100.00</td>
<td>$1200.00</td>
<td>$14,200.00</td>
<td>$15,500.00</td>
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</tbody>
</table>
COURSE DESCRIPTIONS:

# MA 101: COMPUTER FUNDAMENTAL
This course is designed to teach keyboarding and to introduce the student to Microsoft Outlook and the Internet. This course will also provide the student with knowledge and experience in using Internet Explorer to browse the web and create Web content, and Microsoft Outlook to send and receive e-mail.
Prerequisite: None

# MA102: MEDICAL TERMINOLOGY
This course is designed to familiarize the student with the structure and function of the human body. Medical words, phrases and abbreviations relating to the body in health and disease will be covered. Emphasis will be placed on correct spelling, pronunciation and defining medical terms associated with selected body systems, disease conditions, and treatment modalities. All courses in this program will emphasize age appropriate terminology and care and cultural differences awareness.
Prerequisite: None

# MA103: MEDICAL TYPING AND TRANSCRIPTION
Emphasis in keyboarding will be placed on accuracy and attaining the highest range possible. Minimum speed goal of 35 wpm is required. The student will learn formatting procedures for basic business correspondence and for centering tables on an electronic keyboard. In addition, the student will continue to develop speed and proficiency in keyboarding by taking timed writings and practicing assigned drills.
Prerequisite: None

# MA104: ANATOMY & PHYSIOLOGY
This course is designed to introduce the student to the basic study of the structures and functions of the human body. Emphasis is placed on the major organs in each of the systems presented, their functions and the diseases associated with them.
Prerequisite: None

* MA105: COMPUTERIZED MEDICAL BILLING & CODING
This course is designed to prepare students to perform duties in the front office area. Students will be given an overview of the MediSoft software and its capabilities and OSMA requirements and standards as well as an introduction to diagnostic coding (ICD-9-CM and procedural coding (CPT-4 and HCPS).
Prerequisite: None

* MA 106: OFFICE ADMINISTRATION MEDICAL LAW AND ETHICS
This course prepares the student for working with a variety of office records, such as cards, correspondence, forms, microforms, microcomputer disks and computer printouts. Emphasis is placed on the 5 methods of filing: alphabetic, consecutive numeric, terminal-digit numeric, subject, and geographic. These filing methods form the basis for an understanding of electronic filing and the use of computer databases. In this course the student will also focus on medical practices with an emphasis on legal and ethical responsibilities. Students are introduced to HIPAA requirements.
Prerequisite: CF and BC

* MA107: OFFICE SURGERY PROCEDURES & ASEPTIC TECHNIQUES
This course introduces basic laboratory assisting skills, including the fundamentals of microbiology, urinalysis and clinical asepsis. Students are introduced to the proper techniques in the collecting of
bacterial specimens, the collection and analysis of urine samples, strep testing, care of laboratory equipment, methods of sterilization, and the care and use of microscopes and instrument classification. Emphasis will be placed universal precautions and OSHA guidelines.

Prerequisite: MT and AP

* MA 108: Medical Office Emergencies (60 hours)
This course introduces the student to basic clinical skills and placed on the most frequently performed in a medical office. Also student learn different kind of emergencies and protocol to follow in an emergency purpose.
Prerequisite: MT and AP

* MA109: Medical Laboratory & Examination (60 hours)
This course introduces the student to basic clinical skills and placed on the most frequently performed laboratory procedures in the physician's office including hematology, blood chemistry, immunology and microbiology. Consideration is given to the fundamentals of vital signs, various methods and equipment used to measure cardinal signs, determining height and weight, patient preparation and positions, methods of examination, assisting the physician with emphasis on routine physical examination obstetric examinations, gynecological examinations, urological examinations and pediatric examinations. Students will also have practical experience in procedures performed in medical specialty facilities.
Prerequisite: MT and AP

* MA110: EKG &PHLEBOTOMY (60 hours)
This course gives a combination of EKG and phlebotomy. This course focuses on the process of evaluation and analyzing ECG tracings and determining the presence of dysrhythmias. Students will demonstrate the ability to successfully recognize a normal ECG, as well as an abnormal ECG and classifying diseases of the heart Students will become CPR certified during this course. Thus, student will study order of blood and capillary blood drawn, following CLIA standard procedures. During the course student will master blood drawn and EKG techniques.
Prerequisite: MT and AP

MA111: INTERNSHIP (300 hours)
Upon completion of the medical assistant coursework, student will complete 300 hours internship program designed to provide the experience in the competencies necessary for employment in a medical office.