Medical Assistant Program

300 HRS.

Program Description

Medical Assistant Program:

This program prepares individuals for entry-level jobs as a Medical Assistant. Graduates may find employment in hospitals, public health facilities, blood banks, nursing homes, research institutions and more as they assist physicians and perform administrative duties. Upon completion of this program training, students should be equipped with skills and knowledge to pursue entry-level employment including patient reception, records and billing, patient preparation, checking vital signs, assisting physicians in patient examinations, handle conflicts, obtain skills in customer service, literacy in the workplace, medical terminology, and coding.

SUBJECT DESCRIPTIONS

MEDA 101 Medical Terminology

A study and practical application of a medical vocabulary system which includes: recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms. Students learn the basic structure and functions of the human body and become familiar with common diseases and disorders. [Prerequisites: None]

MEDA 102 Foundations/Management of Medical Insurance

This course provides a thorough understanding of the billing and reimbursement process that takes place in the business office of a health care facility. Federal regulatory issues, third party reimbursement, and the entire life cycle of an insurance claim will be discussed. It covers the accounts receivable management of the billing department of a health care facility,

completing the accounts receivable management of the billing department of a health care facility, completing the HCFA 1500 Universal Insurance Claim Form and will work with actual explanations of benefits from a variety of insurance carriers. [Prerequisite: Medical Terminology]

MEDA 103 Computer Applications for Medical Offices

Students will obtain skills and knowledge in the medical records field of ICD-9, and CPT-4. Additionally, the program will review the changes made in ICD-10 and CPT-2014 for updates and changes that might affect the coding of insurance forms for reimbursement of medical services. Students will also learn to complete practice management tasks using the Medi-Soft Software program and Medical Office Manager to input patient demographics and insurance information; patient charges and supporting billing information; payments, credits and adjustments; and appointment scheduling. [Prerequisites: Medical Terminology; Foundations/Management of Medical Insurance]

MEDA 104 Clinical Lab Procedures I

This course provides an overview of health care procedures required by Medical Assistants. The course teaches students to prepare examination and treatment areas in health care settings. Concepts of Universal and Standard Precautions, aseptic technique, and infection control are presented. Therapeutic communication, medical ethics, confidentiality and accountability are stressed. The course also teaches students to perform simple lab tests, vital signs, and specimen collection. An introduction to medication administration and pharmacology are presented. [Prerequisites: Medical Terminology; Foundations/Management of Medical Insurance; Computer Applications for Medical Offices]

MEDA 105 Clinical Lab Procedures II

This advanced clinical procedure course builds upon the knowledge from clinical procedures I and provides the student with phlebotomy skills, EKG skills, and basic principles of radiology safety. The course will present concepts related to simple dressing changes and response to medical emergencies. Principles of pharmacology, nutrition and medication administration will be continued. [Prerequisites: Medical Terminology;

Foundations/Management of Medical Insurance; Computer Applications for Medical Offices; Clinical Lab Procedures I]

CUST 106 Customer Service

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.
 [Prerequisite: None]

WKFL 107 Workforce Literacy

This course focuses on developing a more skilled workforce with training designed to develop basic/foundation skills, critical thinking, and skills to support leadership and team building. This course also provides students with skills /knowledge that they need to function successfully reading, writing, speaking in English, compute and solve problems at levels of proficiency necessary to function on a job, in the family, and in society. [Prerequisite: None]

CRWP 108 Conflict Resolutions in the Workplace

This course focuses on peacefully resolving conflicts between one or more persons by each party voluntarily coming together, working cooperatively on the issue, or if an issue remain unsolved, seek the guidance of a trained facilitator.. [Prerequisite: None]

MEDA 109 Clinical Externship

This course combines 12 hours of lecture with on the job learning. Students who meet program eligibility will extern at approved Cooperative Education sites and attend regularly scheduled lecture classes on campus. Lectures cover the establishment of learning goals for the work assignment, work-related problem solving, and legal and ethical dilemmas facing health care personnel.

Externship is an unpaid clinical experience. Students must complete 72 hours to meet the requirements. It is expected that a student call in for all absences. If assigned to clinical for the day of absence, the student must also call the clinical site as well as the school. All clinical absences must be made up at a time that is convenient for the clinical site and in accordance

with the state make-up policy. If for any reason a student is unable to attend class or clinical practice, a call must be made to the school 30 minutes before class or to the clinical facility one hour before clinical rotation to inform the instructor of the nature of and or reason for the absence.

Students will complete a final project which demonstrates/illustrates on-the-job learning and medical law and ethics. Students must complete the lectures, all assignments, the final project, and the clinical work assignment to receive credit. [Prerequisites: Medical Terminology; Foundations Management of Medical Insurance; Computer Applications for Medical Offices; Clinical Lab Procedures I; Clinical Lab Procedures II]