

MEDICAL ASSISTANT (MA)

MA 60 2.0 UNITS

Introduction to Medical Assisting

Class Hours: 2.0 Lecture

Total Contact Hours: 36 Lecture

This is an introductory course to study the history of medicine and paramedical professions. Generalized and specialized careers in medical assisting, personal and professional responsibilities, medical ethics and law, communications and records are discussed. The focus is on front office responsibilities, customer service philosophy, and basic communication skills.

MA 63 3.0 UNITS

Health Insurance Coding and Billing

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Recommendation: MA 161 or equivalent with a grade of "C" or higher or "Pass".

This course will first present the current International Classification of Diseases - current revision - Clinical Modification and the Current Procedure Terminology (CPT) coding process utilized for health care reimbursement. Principles of insurance, general health and accident insurance programs and billing, government medical care programs with specialized billing procedures, role of coder, role of the insurance officer, and aspects of related medical professional liability.

MA 64 3.0 UNITS

Medical Office Assisting

Class Hours: 2.0 Lecture / 3.0 Laboratory

Total Contact Hours: 36 Lecture / 54 Laboratory

This course includes instruction in developing skills and techniques in the assisting of physical examinations, naming, care and setting-up of instruments, sterilization, and operating room procedures.

MA 66 3.0 UNITS

Medications and Specialties

Class Hours: 2.0 Lecture / 3.0 Laboratory

Total Contact Hours: 36 Lecture / 54 Laboratory

This course prepares the student to prepare and administer medications, maintain narcotic control records, and assist the specialist with examinations. This course meets the requirements as set forth in the laws relating to the utilization of medical assistants within the Medical Practice Act.

MA 67 3.0 UNITS

Medical Office Administration

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

Prerequisite: MA 60. Recommendation: BCOT 62, and BCOT 3T, or equivalent with grades of Credit or "C" or higher.

Recommendation: BCOT 62 and BCOT 3T or equivalent with grades of Pass or "C" or higher.

This course is designed to develop skills in administrative procedures in the medical office. Topics include telecommunications; bookkeeping, billing and collections; payroll; policy and procedure development; medical records; verbal and written communication for the medical office; counseling employees, and additional office management techniques. Focus is placed on the manager's perspective.

MA 68 4.0 UNITS

Medical Assisting Internship Experience

Class Hours: 1.0 Lecture / 10.0 Laboratory

Total Contact Hours: 18 Lecture / 180 Laboratory

Prerequisite: MA 60, MA 62A and MA 62B or MA 63, and MA 64, MA 161, HO 53, HO 54, HO 55 or equivalent with a grade of "C" or higher or "Pass." Corequisite: MA 66 and MA 67 or prior completion with a grade of "C" or higher or "Pass"

This course is designed to provide opportunities for the student to intern in a medical facility while receiving supervised instruction in direct patient care.

MA 73 3.0 UNITS

Medical Assistant Work Experience

Prerequisite: MA 60, MA 62A and MA 62B or MA 63, and MA 64, MA 161, HO 53, HO 54, HO 55 or equivalent with grades of "C" or higher or "Pass."

Corequisite: MA 66 and MA 67 or prior completion with a grade of "C" or higher or "Pass"

Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on the job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 7 units per semester. The total work experience units taken by a student may not exceed 14 units.

MA 74 4.0 UNITS

Medical Assistant Work Experience

Prerequisite: MA 60, MA 62A and MA 62B or MA 63, and MA 64, MA 161, HO 53, HO 54, HO 55 or equivalent with grades of "C" or higher or "Pass."

Corequisite: MA 66 and MA 67 or prior completion with a grade of "C" or higher or "Pass"

Work Experience is a supervised employment program in an approved work station related to the student's declared major. Students meet with their instructor for a minimum of one hour per week and will receive credit for on the job learning experiences that are new or are an expansion of their regular responsibilities. Work experience courses may be taken for a maximum of 7 units per semester. The total work experience units taken by a student may not exceed 14 units.

MA 98 1.0 UNITS

Directed Studies

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (1 unit for 54 hours). This course may be taken a maximum of 2 times.

MA 99 2.0 UNITS

Directed Studies

A course to provide opportunity for individual research and field projects under the direction of a faculty member in a given department. With the guidance of the faculty member, students prepare and carry out a written learning agreement describing the purposes and outcomes of the project. Students should expect to meet with the supervising faculty member one to two hours each week for conferences. Credit is based upon the number of hours in the semester expected to complete the project (2 units for 108 hours). This course may be taken a maximum of 2 times.

MA 161

3.0 UNITS

Medical Terminology

Class Hours: 3.0 Lecture

Total Contact Hours: 54 Lecture

This course will prepare the student in the correct use of medical terms, abbreviations, phraseology, and the understanding of word parts. It will include analyzing the terms by written and oral communication of the various systems of the body.

Transfer Credit: CSU