

## Medical Assisting

### MA 305 Body Systems and Disease

#### 5.0 units

Acceptable for credit: D - Credit - Degree Applicable

A study of medical terminology, anatomy, physiology, pathophysiology, diagnostic testing and treatment modalities. The course is not open to students who are currently enrolled or have received credit for MB 305. (Fall) (Letter Grade Only)

### MA 350 MA Fundamentals

#### 2.0 units

Acceptable for credit: D - Credit - Degree Applicable

Limitations on Enrollment: Admittance to MA program

The course introduces the student to the medical assisting profession including aspects of the work environment, laws that govern the profession, code of ethics, multicultural issues, communication techniques, and the profession characteristics that enable the medical assistant to be a successful member of a health care team. Study skills, critical thinking, and basic pharmacological math are also included. (Letter Grade Only)

### MA 351 MA Clinical Procedures 1

#### 3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Limitations on Enrollment: Admittance to MA program

The course is designed to prepare the student to assist the doctor in selected phases of clinical procedures. It emphasizes asepsis, physical examination, screening practices, including care and use of equipment. (Letter Grade Only)

### MA 352 MA Administrative Procedures

#### 4.0 units

Acceptable for credit: D - Credit - Degree Applicable

The course explores administrative office tasks including secretarial and accounting procedures, written and oral communications, appointment scheduling, and records management. Topics include insurance, banking, professional fees, billing, and collection of fees. Administrative legal and ethical issues are addressed. Computer applications are employed for most functions in the medical field. The course is not open to students who are currently enrolled or have received credit for MB 352. (Fall, Spring) (Letter Grade Only)

### MA 353 MA Clinical Procedures 2

#### 5.0 units

Acceptable for credit: D - Credit - Degree Applicable

Limitations on Enrollment: Admittance to MA program

The course is designed to provide the student with the opportunity to develop skills required to perform medical office laboratory procedures and to provide patient education. (Spring) (Letter Grade Only)

### MA 355 MA Pharmacology

#### 4.0 units

Acceptable for credit: D - Credit - Degree Applicable

Limitations on Enrollment: Admittance to MA program; and Successful completion of first semester MA courses

The course is designed to provide instruction in the scope of practice of the Medical Assistant in medication administration. Included are drug classifications, drug measurement systems, and calculation of dosages. Parenteral and non-parenteral drug administration techniques are practiced. (Letter Grade Only)

### MA 356 MA Job Success Externship

#### 3.5 units

Acceptable for credit: D - Credit - Degree Applicable

Limitations on Enrollment: Admittance to MA program; and

Successful completion of the first semester MA courses.

The course provides an opportunity for students to be exposed to the actual work environment and practice job skills learned in the program. Students interface regularly with faculty during the experience. (Pass/No Pass)

### MA 360 Medical Billing & Insurance

#### 4.0 units

Acceptable for credit: D - Credit - Degree Applicable

Corequisite: MA 361 - Coding for Medical Insurance

Limitations on Enrollment: Successful completion of first semester MA courses

The course covers practices and principles of health insurance using medical terminology for completion of medical forms. It is an introduction to various types of medical billing practices including the pegboard system, computerized billing, basic insurance forms, collections, and basic legal aspects of billing. (Fall) (Letter Grade Only)

### MA 361 Coding for Medical Insurance

#### 3.0 units

Acceptable for credit: D - Credit - Degree Applicable

Corequisite: MA 360 - Medical Billing & Insurance

Limitations on Enrollment: Admittance to the MA program

The course covers practices and principles of health insurance and health care finance coding procedures. International Classification of Diseases 10th Revision Clinical Modification (ICD 10-CM), current Healthcare Common Procedure Coding System (HCPCS) and Current Procedural Terminology (CPT) guidelines for coding and reporting are utilized in practical application scenarios. (Spring) (Letter Grade Only)

### MA 379A Success in MA Practice

#### 1.5 units

Acceptable for credit: C - Credit - Not Degree Applicable

Limitations on Enrollment: Completion of Medical Assisting

Program within the past 5 years; and two years of recent work experience as a medical assistant

The course prepares students for the challenges in Registered Medical Assistant (RMA) practice. It refreshes the fundamentals of practice and provides opportunities to perform the functions and procedures within the scope of entry level medical assistant. The course is designed for students who have completed a medical assisting program within five years and/or two years of recent work experience as a medical assistant. (Pass/No Pass)