

# Medical Assistant

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## Med Assistant Administrative Procedures

### MASST 1130 - 3 Credits

Introduction to the profession and responsibilities of a medical assistant with an emphasis on basic administrative procedures and basic practice finances. Prerequisite: Computer Information Systems 1110 with a grade of C or better or Computer Information Systems 1150 with a grade of C or better or Office Technology Information 1200 with a grade of C or consent of instructor (2 lecture hours, 2 lab hours)

## Health Insurance for Medical Assistants

### MASST 1133 - 3 Credits

Introduction to billing, coding, and health care insurance as it relates to physician offices. Prerequisite: Computer Information Systems 1110 with a grade of C or better or Computer Information Systems 1150 with a grade of C or better or Office Technology Information 1200 with a grade of C or better or consent of instructor. (2 lecture hours, 2 lab hours)

## Legal and Ethical Aspects of Health Care

### MASST 2211 - 3 Credits

Legal and ethical aspects of health care with an emphasis on patient's rights, confidentiality, liability, code of ethics, documentation, consent, release of information and standard of care as they apply to medical assisting. Prerequisite: Health Sciences 1110 with a grade of C or better or equivalent or consent of instructor (3 lecture hours)

## Pathophysiology for Med Assisting

### MASST 2233 - 3 Credits

Study of functional changes that accompany injuries, disorders and disease states as they relate to medical assisting. Prerequisite: Anatomy & Physiology 1500 with a grade C or better or equivalent or Anatomy & Physiology 1551 and Anatomy & Physiology 1552 with a grade of C or better or equivalent, or Anatomy & Physiology 1571 and Anatomy & Physiology 1572 with a grade of C or better or equivalent or consent of instructor (3 lecture hours)

## Assisting With Medical Specialties

### MASST 2237 - 3 Credits

Clinical skills required for medical assistants in a variety of physician specialty offices including emergency settings. Prerequisite: Medical Assistant 2233 with a grade of C or better or equivalent

or concurrent enrollment in Medical Assistant 2233 or consent of instructor. (2 lecture hours, 3 lab hours)

## **Medical Assistant Clinical Procedures**

### **MASST 2239 - 3 Credits**

Study of clinical procedures performed by a medical assistant with an emphasis on medical asepsis, infection control, patient education, nutrition, health promotion, and basic clinical assessment. Prerequisite: Medical Assistant 2233 with a grade of C or better or equivalent or concurrent enrollment in Medical Assistant 2233 or consent of instructor. (2 lecture hours, 3 lab hours)

## **Workplace Developmt for Medicl Assistant**

### **MASST 2245 - 2 Credits**

Development of professionalism and communication skills for medical office personnel. Building effective relationships with patients, physicians, supervisors, and co-workers with an emphasis on successfully securing and retaining employment. Prerequisite: Computer Information Systems 1110 with a grade of C or better or Computer Information Systems 1150 with a grade of C or better or Office Technology Information 1200 with a grade of C or better or consent of instructor (1 lecture, 2 lab hours)

## **Medical Assistant Practicum**

### **MASST 2250 - 3 Credits**

Integrated clinical practice in medical assisting with a minimum of 180 clinical contact hours in a qualified medical office. Prerequisite: Consent of instructor is required.

## **Certified Medical Assistant Exam Prep**

### **MASST 2253 - 1 Credits**

Designed to prepare the medical assistant to advance toward certification through the American Association of Medical Assisting (AAMA). Includes review of theory and skills required for medical assisting. Prerequisite: Medical Assistant 2250 or concurrent enrollment in Medical Assistant 2250 or consent of instructor. (1 lecture hour)