

MEDICAL ASSISTANT (MASST)

MASST 1125

Introduction to Medical Assisting

1 Credit Hour

Students will be introduced to the medical assistant profession. Concepts of communication, responsibilities of a medical assistant with an emphasis on medical records, appointment scheduling, and basic administrative procedures are included. (1 lecture hour, 1 lab hour)

Prerequisite: HLTHS 1110 or ANAT 1500 with a grade of C or better, or equivalent; and CIS 1110, CIS 1150, or OFTI 1200 with a grade of C or better, or equivalent; or consent of instructor. Medical Assistant Program admission is required. Students must complete the required pre-registration requirements as stated in the registration packet.

MASST 1130

Introduction to Medical Assisting

3 Credit Hours

Students will be introduced to the medical assistant profession. Concepts of communication, responsibilities of a medical assistant with an emphasis on medical records, appointment scheduling, and basic administrative procedures are included. (2 lecture hours, 2 lab hours)

Prerequisite: HLTHS 1110 with a grade of C or better, or equivalent or ANAT 1500 with a grade of C or better, or equivalent; and CIS 1110 with a grade of C or better, or equivalent or CIS 1150 with a grade of C or better, or equivalent or OFTI 1200 with a grade of C or better, or equivalent; or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet.

MASST 1131

Administrative Procedures for the Health Care Office

2 Credit Hours

Students will be introduced to medical records, appointment scheduling, business communication, and office safety procedures. (2 lecture hours)

Prerequisite: CIS 1110, CIS 1150, or OFTI 1200 with a grade of C or better or equivalent or consent of instructor. Program admission to Medical Assistant or Health Care Office Assistant Program required, or consent of instructor.

MASST 1133

Practice Finance for Medical Assistants

3 Credit Hours

Students will be introduced to billing, coding, and health care insurance as it relates to physician offices. Introduction to accounts receivable functions and accounts payable procedures is also included. (2 lecture hours, 2 lab hours)

Prerequisite: Concurrent enrollment in CIS 1110 or CIS 1150 or OFTI 1200, or completion of CIS 1110 or CIS 1150 or OFTI 1200 with a grade of C or better; and concurrent enrollment in HLTHS 1110 or ANAT 1500 or ANAT 1551 & ANAT 1552, or completion of HLTHS 1110 or ANAT 1500 or ANAT 1551 & ANAT 1552 with a grade of C or better; or consent of instructor. Program admission to Medical Assistant or Health Care Office Assistant Program required, or consent of instructor.

MASST 2211

Legal and Ethical Aspects of Health Care

3 Credit Hours

Students will be introduced to legal and ethical aspects of health care with an emphasis on patient's rights, confidentiality, liability, ethical decisions, documentation, consent, and release of information, as they apply to medical assisting. (3 lecture hours)

Prerequisite: CIS 1110 or OFTI 1200 with a grade of C or better, or equivalent or consent of instructor.

MASST 2233

Pathophysiology for Medical Assisting

3 Credit Hours

Students will explore the functional changes that accompany injuries, disorders, and disease states as they relate to medical assisting. (3 lecture hours)

Prerequisite: ANAT 1500 with a grade C or better or equivalent, or ANAT 1551 and ANAT 1552 both with a grade of C or better or equivalent, or ANAT 1571 and ANAT 1572 both with a grade of C or better, or consent of instructor. Program admission to Medical Assistant Program required.

MASST 2235

Diagnostic Procedures for Medical Assistants

3 Credit Hours

Students will learn the principles of electrocardiography, diagnostic imaging, clinical lab procedures, and phlebotomy. (2 lecture hours, 3 lab hours)

Prerequisite: MASST 1125 with a grade of C or better, or equivalent or concurrent enrollment in MASST 1125, or consent of instructor.

MASST 2237

Assisting With Medical Specialties

3 Credit Hours

Students will be introduced to clinical skills required for medical assistants in a variety of physician specialty offices including urgent care settings. (2 lecture hours, 3 lab hours)

Prerequisite: MASST 1125 with a grade of C or better, or equivalent or consent of instructor. Admission to the Medical Assistant Program is required.

MASST 2239

Medical Assistant Clinical Procedures

3 Credit Hours

Students will study clinical procedures performed by a medical assistant with an emphasis on medication administration, vital signs, patient navigation, nutrition, health promotion, and patient preparation. (2 lecture hours, 3 lab hours)

Prerequisite: MASST 1125 with a grade of C or better, or equivalent or consent of instructor. Admission to the Medical Assistant Program is required.

MASST 2245

Workplace Development for Medical Assistants

2 Credit Hours

Students will be introduced to professionalism and communication skills for medical office personnel with an emphasis on successfully securing and retaining employment. (1 lecture, 2 lab hours)

Prerequisite: MASST 1125 with a grade of C or better or equivalent or consent of instructor. This course must be taken in students last semester prior to Practicum.

MASST 2250

Medical Assistant Practicum

3 Credit Hours

Integrated clinical practice in medical assisting with a minimum of 180 clinical contact hours in a qualified medical office. (24 clinical hours)

Prerequisite: Consent of instructor is required. Students must be accepted into the Medical Assistant Program.

MASST 2253

Certified Medical Assistant Exam Prep

1 Credit Hour

Students will prepare for the medical assistant certification exam offered by the American Association of Medical Assisting (AAMA). The class will include a review of the theory and skills required for medical assisting and prepare students for their final capstone practicum course. (1 lecture hour)

Prerequisite: MASST 1125 with a grade of C or better or consent of instructor. This course must be taken in the last semester prior to practicum.