

# MEDICAL ASSISTANT (MAST)

## MAST-100 Phlebotomy

### 2 Credits

**Lecture:** 1 hour per week, **Lab:** 3 hours per week

**Offering:** Fall Only, All Years

This course provides the student with the knowledge and skills needed for specimen collection in healthcare facilities. The fundamentals of blood drawing and testing will be taught. Students will be performing multiple venous and capillary blood withdrawal techniques. Students will be trained in blood testing that is commonly used in healthcare facilities. Phlebotomy and laboratory quality control measures will be emphasized throughout this course. The use of aseptic technique and universal precaution procedures will be taught as a standard element of all procedures.

## MAST-102 Clinical Skills for Medical Assistants I

### 1 Credit

**Lecture:** 0.5 hours per week, **Lab:** 1.5 hours per week

**Offering:** Fall, Spring, and Summer, All Years

This course is an introduction to the clinical aspect of medical assisting. Students will become familiar with a physician's clinical office environment and use of equipment. Clinical procedures include selecting appropriate PPEs, workplace safeguards, handwashing, preparing for minor office surgeries, and sterilization techniques. The use of aseptic technique and universal precaution procedures will be emphasized throughout the course. Written and verbal communication skills, charting methodologies, and patient education will be utilized.

**Prerequisites:** BIOL-175 or BIOL-227 and BIOL-228

**Pre/Corequisites:** MAST-103, MAST-104

## MAST-103 Clinical Skills for Medical Assistants II

### 1 Credit

**Lecture:** 0.5 hours per week, **Lab:** 1.5 hours per week

**Offering:** Fall, Spring, and Summer, All Years

This course is an introduction to the clinical aspect of medical assisting. Students will become familiar with a physician's clinical office environment and use of equipment. Clinical procedures include vital signs, eye and ear examinations, rooming of patients including a complete physical examination and the use of physical agents to promote healing. Common pathologies for each system will be studied. Written and verbal communication skills, charting methodologies, and patient education will be utilized.

**Prerequisites:** BIOL-175 or BIOL-227 and BIOL-228

**Pre/Corequisites:** MAST-102, MAST-104

## MAST-104 Clinical Skills for Medical Assistants III

### 1 Credit

**Lecture:** 0.5 hours per week, **Lab:** 1.5 hours per week

**Offering:** Fall, Spring, and Summer, All Years

This course is an introduction to the clinical aspect of medical assisting. Students will become familiar with a physician's clinical office environment and use of equipment. How to handle medical office emergencies will be discussed. Clinical procedures include using previously learned skills and first aid in preventative and emergency situations. Students will learn the proper storage, handling and disposal of chemicals and regulated waste. Written and verbal skills, charting methodologies, and patient education will be utilized.

**Prerequisites:** BIOL-175 or BIOL-227 and BIOL-228

**Pre/Corequisites:** MAST-102, MAST-103

## MAST-112 Administrative Skills for Medical Assistants I

### 1 Credit

**Lecture:** 0.5 hours per week, **Lab:** 1.5 hours per week

**Offering:** Fall, Spring, and Summer, All Years

This course introduces students to the components of the administrative aspects of work in a physician's office, medical clinic, and other health care facilities. Students will learn the requirements to become a medical assistant and the role they perform as a member of the health care team. Operational tasks such as telephone technique, written and verbal communication skills, mail, charting methodologies, and patient education will be utilized.

**Pre/Corequisites:** MAST-113, MAST-114

## MAST-113 Administrative Skills for Medical Assistants II

### 2 Credits

**Lecture:** 1.5 hours per week, **Lab:** 1.5 hours per week

**Offering:** Fall, Spring, and Summer, All Years

This course introduces students to the components of the administrative aspects of work in a physician's office. Students will learn the requirements to become a medical assistant and the role they perform as a member of the health care team. A variety of operational tasks such as reception duties, telehealth, community referrals, and managing patient appointments will be taught. Maintaining manual and electronic medical records will be performed. Written and verbal communication skills, charting methodologies, and patient education will be utilized.

**Pre/Corequisites:** MAST-112, MAST-114

## MAST-114 Administrative Skills for Medical Assistants III

### 1 Credit

**Lecture:** 0.5 hours per week, **Lab:** 1.5 hours per week

**Offering:** Fall, Spring, and Summer, All Years

This course introduces students to the components of the administrative aspects of work in a physician's office. Students will learn the medicolegal requirements to becoming a medical assistant and the role they perform as a member of the health care team. Medicolegal impacts of various tasks performed in the office and how to report misconduct will be taught. Legally and ethically maintaining/protecting medical records will be addressed. Written and verbal communication skills, charting methodologies, and patient education will be utilized.

**Pre/Corequisites:** MAST-112, MAST-113

**MAST-180 Introduction to Human Disease****3 Credits****Lecture:** 3 hours per week**Offering:** Fall Only, All Years

This course will present students with the basic concepts of diseases and their courses and functional disturbances as they relate to body systems. Included are the precipitating risk factors, treatment protocols, and appropriate methods of patient education regarding various disease processes.

**Prerequisites:** BIOL-175 or BIOL-227 and BIOL-228**Pre/Corequisites:** CAOT-179**MAST-202 Clinical Skills for Medical Assistants IV****1 Credit****Lecture:** 0.5 hours per week, **Lab:** 1.5 hours per week**Offering:** Fall, Spring, and Summer, All Years

Using body systems as a framework, students will learn specific health testing procedures utilized in physician's offices, outpatient facilities, and hospital settings. Students will learn the medical assistant's role in assisting with adult and child nutritional/dietary need based on disease states. Students will recognize age and gender nutritional needs. Training in blood borne pathogens will be included.

**Prerequisites:** MAST-102, MAST-103, MAST-104**Pre/Corequisites:** MAST-203, MAST-204**MAST-203 Clinical Skills for Medical Assistants V****1 Credit****Lecture:** 0.5 hours per week, **Lab:** 1.5 hours per week**Offering:** Fall, Spring, and Summer, All Years

Using body systems as a framework, students will learn specific health testing procedures utilized in physician's offices, outpatient facilities, and hospital settings. Students will learn the medical assistant's role in assisting with adult and child clinical testing. Training will include equipment maintenance, quality control and procedures used in testing. Students will recognize age and gender specific normal ranges for different tests.

**Prerequisites:** MAST-102, MAST-103, MAST-104**Pre/Corequisites:** MAST-202, MAST-204**MAST-204 Clinical Skills for Medical Assistants VI****1 Credit****Lecture:** 0.5 hours per week, **Lab:** 1.5 hours per week**Offering:** Fall, Spring, and Summer, All Years

Using body systems as framework, students will learn specific health testing, procedures, and treatments utilized in physician's offices, outpatient facilities, and hospital settings. Students will learn the medical assistant's role in assisting with adult and child health and wellness/illness examinations. Training will include equipment maintenance, quality control and procedures used in testing, and treatments performed in outpatient facilities. Students will recognize age and gender specific normal ranges for different tests.

**Prerequisites:** MAST-102, MAST-103, MAST-104**Pre/Corequisites:** MAST-202, MAST-203**MAST-206 Administration of Medication I****2 Credits****Lecture:** 1.5 hours per week, **Lab:** 1.5 hours per week**Offering:** Fall, Spring, and Summer, All Years

This course provides the knowledge and skills necessary to safely administer medications in the ambulatory care setting. Students will define the principles of pharmacology and utilize standard math conversions in calculating medication dosages. Students will be complying with HIPAA and OSHA regulations, charting methodologies, and communication skills acquired in previous Medical Assistant courses. Students will be able to identify the top 50 drugs including their action(s), contraindications, schedule, pregnancy category, dosage range and patient education.

**Prerequisites:** MAST-102, MAST-103, MAST-104**MAST-207 Administration of Medication II****1 Credit****Lecture:** 0.5 hours per week, **Lab:** 1.5 hours per week**Offering:** Fall, Spring, and Summer, All Years

This course provides the knowledge of skills necessary to safely administer medication in the ambulatory care setting. The use of aseptic technique and universal precautions procedures will be emphasized throughout the course. Students will be expected to demonstrate proper administration of medications while complying with HIPAA and OSHA regulations, charting methodologies, and communication skills acquired in previous Medical Assistant courses.

**Pre/Corequisites:** MAST-206**MAST-212 Administrative Skills for Medical Assistants IV****2 Credits****Lecture:** 1 hour per week, **Lab:** 3 hours per week**Offering:** Fall, Spring, and Summer, All Years

This course builds on prior foundational knowledge to provide students with more in-depth understanding of the administrative aspects of working in a medical office environment. Students will learn the medical assistant's role in medical records management using paper and electronic formats. The course provides an introduction to health care billing systems, medical office bookkeeping systems, and banking services.

**Prerequisites:** MAST-112, MAST-113, MAST-114**Pre/Corequisites:** MAST-213, MAST-214**MAST-213 Administrative Skills for Medical Assistants V****2 Credits****Lecture:** 1 hour per week, **Lab:** 3 hours per week**Offering:** Fall, Spring, and Summer, All Years

This course builds on prior foundational knowledge to provide students with a more in-depth understanding of the administrative aspects of working in a medical office environment. The course provides an introduction to ICD and CPT coding, health insurance programs, and health care billing systems. The students will learn how to code for diagnoses, procedures and make sure there is agreement between these codes when filing claims.

**Prerequisites:** MAST-112, MAST-113, MAST-114**Pre/Corequisites:** MAST-212, MAST-214

**MAST-214 Administrative Skills for Medical Assistants VI****1 Credit****Lecture:** 0.5 hours per week, **Lab:** 1.5 hours per week**Offering:** Fall, Spring, and Summer, All Years

This course builds on prior foundational knowledge to provide students with a more in-depth understanding of the administrative aspects of working in a medical office environment. Students will learn the medical assistant's role in managing inventories, personnel, and interviewing. Students will engage in job preparation activities such as job search, completing applications, creating a resume, and mock interviews.

**Prerequisites:** MAST-112, MAST-113, MAST-114**Pre/Corequisites:** MAST-212, MAST-213**MAST-230 Certified Medical Assistant Exam Review****3 Credits****Lecture:** 3 hours per week**Offering:** Fall, Spring, and Summer, All Years

This course is designed to review the entire Medical Assistant program in preparation for the national CMA examination.

Students will be able to identify and analyze information in the cognitive, affective and psychomotor domains of General, Administrative and Clinical knowledge of Medical Assisting.

**Prerequisites:** MAST-204, MAST-204, MAST-214**Corequisites:** MAST-290**MAST-290 Medical Assistant Externship****5 Credits****Lecture:** 1 hour per week, **Externship:** 12 hours per week**Offering:** Fall, Spring, and Summer, All Years

This course provides opportunities to observe, perform, and discuss various administrative and clinical competencies under supervision, with learning experiences obtained in selected physician's offices, clinics, or hospitals. The externship is a supervised, 180 contact hour work experience course.

**Prerequisites:** MAST-204, MAST-207, MAST-214**Corequisites:** MAST-230