

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-101 Clinical Skills for Medical Assistants I

3 Credits

Lab: 4.5 hours per week

Offering: Fall Only, 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, sterile surgical trays, sterilization techniques, rooming of patients including a complete physical examination. Basic patient nutrition/wellness and how to handle medical office emergencies will be discussed. Written and verbal communication skills, charting methodologies and patient education will be utilized in this class. The use of aseptic technique and universal precautions procedures will be emphasized throughout the course.

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

Pre/Corequisites: CAOT-179

MAST-111 Administrative Skills for Medical Assistants I

3 Credits

Lecture: 2 hours per week, **Lab:** 3 hours per week

Offering: Fall Only, All Years

This course introduces students to the components of the administrative aspects of work in a physician's office, medical clinic and other healthcare facilities. 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 telephone technique, reception duties 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 in this course.

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

Pre/Corequisites: CAOT-179

MAST-180 Introduction to Human Disease

3 Credits

Lecture: 3 hours per week

Offering: Spring 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-201 Clinical Skills for Medical Assistants II

3 Credits

Lecture: 1.5 hours per week, **Lab:** 4.5 hours per week

Offering: Spring Only, All Years

This course builds on the knowledge acquired in MAST 101, Clinical Skills for Medical Assistants I. Using body systems as a framework, students will learn specific health testing, procedures and treatments utilized in physician's offices, outpatient facilities and hospital settings. Students will learn the role of the medical assistant in 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-100, MAST-101, MAST-111

MAST-205 Administration of Medications

3 Credits

Lecture: 2 hours per week, **Lab:** 3 hours per week

Offering: Spring Only, All Years

This course provides the knowledge and skills necessary to safely administer medications in the ambulatory care setting. The use of aseptic technique and universal precautions procedures will be emphasized throughout the course. Students will define the principles of pharmacology and utilize standard math conversions in calculating medication dosages. 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. 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-100, MAST-101, MAST-111

MAST-211 Administrative Skills II

3 Credits

Lecture: 2 hours per week, **Lab:** 3 hours per week

Offering: Spring Only, All Years

This course building on the foundational knowledge provided in MAST 111, Administrative Skills for Medical Assistants I, will 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 medical records management using paper and electronic formats. The course will provide an introduction to health insurance programs, health care coding and billing systems, medical office bookkeeping systems and banking services. Students will engage in job preparation activities such as: job search, completing applications, creating a resume, and mock interviews.

Prerequisites: MAST-100, MAST-101, MAST-111

MAST-216 Medical Assistant Externship

5 Credits

Lecture: 2 hours per week, **Internship:** 24 hours per week

Offering: Summer Only, 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 non-paid, supervised, 180 contact hour work experience course.

Prerequisites: CAOT-168, CAOT-179, CAOT-186, MAST-100, MAST-101, MAST-111, MAST-201, MAST-205, MAST-211, PHAR-150

MAST-230 Certified Medical Assistant Exam Review

3 Credits

Lecture: 6 hours per week

Offering: Summer Only, 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: CAOT-168, CAOT-179, CAOT-186, MAST-100, MAST-101, MAST-111, MAST-201, MAST-205, MAST-211, PHAR-150