

MEDICAL ASSISTING

2009 – 2010

14 Months Credits Required for Graduation: 54

18 Months Optional Associate of Applied Science (A.A.S.) Degree
Credits Required for Graduation: 67.5

Medical Assistants Are Multi-Skilled Allied Health Professionals

Medical assisting is a multi-skilled allied health profession whose practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team and perform administrative and clinical procedures.

And There's Plenty of Variety

The Medical Assisting program at Lake Area Technical Institute is a combination of individualized study and classroom lecture designed to prepare students for a career in medical assisting. The administrative duties of a medical assistant are to receive patients in a professional and friendly manner, to perform numerous office duties and public relations functions and sometimes to administer first aid. The clinical responsibilities of a medical assistant include a variety of duties such as helping patients prepare for examinations, assisting the doctor, cleaning and sterilizing instruments and equipment and assisting in emergency situations.

Who Can Be A Medical Assistant?

Anyone who has a genuine concern for the welfare, comfort and happiness of others can be a medical assistant. Employers also stress the need for dependability, common sense, emotional stability, a cheerful disposition and willingness to assume responsibility. Medical assistants are part of the medical team. They need to be aware of the ethics and special requirements in this profession.

Job Opportunities

Medical assistants comprise the largest of all the allied health occupations. Virtually every practicing physician employs one to three medical assistants. Medical assistants are employed in hospitals, public health work, laboratories, medical schools, insurance companies, research institutions, voluntary health agencies and other allied health facilities. There also are opportunities for work with such federal agencies as the Veterans Administration, the U.S. Health Service or armed forces clinics or hospitals. Students completing the program are eligible to take a national certifying examination.

Accreditation

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Committee on Accreditation for Medical Assistant Education. AAMA American Association of Medical Assistants, 1361 Park Street, Clearwater, FL 33756, 727-210-2350

Recommended Background Courses

Although not required, the following courses would be beneficial to this course of study prior to attending Lake Area Technical Institute: Health, Communications, Math, Science, Computer, Office Practice, Accounting, English, Psychology.

COURSE DESCRIPTIONS

AC 100 – Applied Communications (1 credit) Designed to improve students' understanding of the nature of getting and keeping a job. Includes self-esteem building, resume preparation, interview techniques, personal responsibility of student for job search.

ACCT 210 – Principles of Accounting I (3 credits)

Basic accounting principles and practices for service and merchandising businesses.

AED 100 – Automated External Defibrillator (.5 credit)

To prepare individuals in the workplace to provide care for breathing emergencies, perform cardiopulmonary resuscitation (CPR), and use an automated external defibrillator (AED) for victims of sudden cardiac arrest.

CIS 105 – Microcomputer Software Applications (3 credits)

Using a Windows-based microcomputer and related software, you will gain an understanding and basic operational knowledge about microcomputer operating systems, word processing, spreadsheets, data bases, and presentation software. You will demonstrate this knowledge by scoring at least 80% on assignments, related objective, and performance tests.

HAZ 100 – Hazardous Materials (.5 credit) Hazardous materials safety covers identifying types of hazardous material, demonstrating personal protective equipment, and identifying blood borne pathogens.

MA 100 – Human Anatomy and Physiology (2 credits)

Study of basic structures and functions of the body including the skeletal, muscular, nervous, circulatory, digestive, respiratory, urinary, endocrine, and reproductive systems.

MA 105 – Intro to Medical Assisting I (2 credits)

This course introduces medical office administrative procedures. Topics include written and oral communications, medical records management, filing systems, maintaining the office environment, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills in the office.

MA 115 – Medical Terminology (1.5 credits) Spelling, building words using prefixes, suffixes, roots, and combining forms, defining and recognizing words used in the health field.

MA 121 – Keyboarding I (1 credit) Drills to increase speed and accuracy, correspondence reports.

MA 125 – Medical Law and Ethics (1.5 credits) Basic legal relationship of physician and patient, including implied and informed consent, professional liability, invasion of privacy, breach of contract and the Medical Practice Act.

MA 130 – Understanding Relations/Human Growth and Development (1.5 credits) Understanding human behavior, especially in the context of medical assisting; also the study of growth and development from conception to old age.

MA 146 – Keyboarding II (2 credits) Drills to increase speed and accuracy, correspondence reports.

MA 150 – Intro to Medical Assisting II (2 credits) This course will include administrative functions of the office to include telephone techniques, appointment scheduling, patient education, billing and accounting procedures. Upon completion, the students should be able to perform basic administrative skills in the office.

MA 153 – ICD-9 Medical Coding (1 credit) This course focuses on an overview of the ICD-9-CM format and conventions. The student will have the opportunity to put this information in practice by assigning codes to exercises and coding reports.

MA 155 – Medical Transcription I (2.5 credits) Students will learn the proper care and operation of transcribing machines. Students will also be responsible for listening to recorded reports and typing the documents with emphasis on accuracy, format, and correct spelling of medical terminology.

MA 160 – Pathology (2 credits) Examines the various body systems, diseases and disorders. Attention given to neoplastic conditions and methods of treatment.

MA 165 – Pharmacology (2 credits) Identification of basic drugs, their uses and effects on the body. Different modes of drug administration, the identification of injection areas and techniques. Drug administration math.

MA 167 – Medical Coding (2 credits) This course focuses on learning the code rules for CPT coding and how to properly use the CPT manual and then applying the rules to code for patient services. The student will have the opportunity to practice exercises to gain familiarity and how to locate terms in the CPT index and identify content in the CPT appendices.

MA 171 – Medical Laboratory Procedures (2.5 credits) Instruction and practical experience in basic lab procedures such as urinalysis, hematology, and collecting of specimens.

MA 175 – Clinical Office Procedures (2 credits) Instruction in patient preparation, draping, taking and recording of information, assisting the physician with examinations and caring for the examination room.

MA 201 – Electronic Health Records (2 credits) This course is designed to provide a practical bridge to span the gap between how medical records have been kept for the past several centuries and how they are kept today.

MA 205 – Clinical Office Procedures (2 credits) Instruction in patient preparation, draping, taking and recording of information, assisting the physician with examinations and caring for the examination room.

MA 211 – Computerized Medical Office Procedures I (2 credits) This course includes material covering an introduction to NDC Medisoft and various tasks such as entering patient information, working with cases, and entering charge, payment, and adjustment transactions.

MA 212 – Patient-to-Payment/Insurance Procedures (1.5 credits) This course includes theory and practice for introductory medical insurance. The course will provide the student with the basics of coding and filing insurance claims.

MA 215 – Administration of Medications (1 credit) Advanced study of pharmacology with emphasis on the administration of medication.

MA 220 – Diagnostic and Therapeutic Procedures (1.5 credits) Includes the study of radiology, allergies, physical therapy and electrocardiography as they apply to diagnosis and therapy.

MA 221 – Keyboarding III (2 credits) Drills to increase speed and accuracy, correspondence reports.

MA 230 – Computerized Medical Office Procedures II (2 credits) This course includes the continuation of work with NDC Medisoft and various tasks of scheduling, creating claims, printing reports, and putting all the information together to complete the simulations.

MA 240 – Administrative and Clinical Externship (4 credits) An eight-week, non-paid, supervised experience in a medical facility.

MLT 135 – Principles of Phlebotomy (1 credit) This course focuses on the principles and applications of drawing blood.

Additional courses required for the A.A.S. degree. Courses marked with an asterisk can be transferred directly to the university system under the terms of articulation agreements.

SOC 100 – Introduction to Sociology *

SPCM 101 – Fundamentals of Speech *

Behavioral Science (Choose one)

PSYC 100 – Psychology of Human Relations

PSYC 101 – General Psychology *

Communications (Choose one)

COMM 101 – Contemporary Communication

ENGL 101 – Composition *

Mathematics (Choose one)

MATH 100 – Applied General Math

MATH 101 – Intermediate Algebra

MATH 102 – College Algebra *