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## Medical Assistant

### MED107 Medical Emergencies

1 Credit Hour

Students learn to respond to common emergency situations, administer first aid in accordance with OSHA standards, recognize the effect of stress on all persons involved in emergency situations and demonstrate self-awareness in responding to emergency situations. Students must obtain Basic Life Support (BLS) for Healthcare Providers certification through the American Heart Association.

### MED121 Medical Office Administration I

3 Credit Hours

Introduction into the healthcare industry and the Medical Assistant profession. Emphasizes efficient procedures and administration of the professional office. Telephone techniques, patient scheduling, medical records management, and patient privacy within the practice are covered. An emphasis on professionalism and patient relations also is addressed.

### MED221 Medical Office Administration II

3 Credit Hours

Introduction into the management of the professional office. Emphasizes administrative functions necessary in an efficient healthcare facility. Medical insurance, billing and collections, finances, and management of a practice are covered.

Prerequisite: MED121

### MED230 Electrocardiography

2 Credit Hours

Introduction to the anatomy and physiology of the cardiac system. Students learn lead placement and perform EKGs on patients, troubleshoot EKG machine problems, and recognize basic cardiac arrhythmias. Spirometry testing is performed.

Prerequisites or Corequisites: HEA201, SCI224

### MED232 Phlebotomy/Hematology

2 Credit Hours

Students learn the proper venipuncture and finger-stick techniques of obtaining human blood specimens in accordance with OSHA standards. Basic blood chemistry tests, including glucose, are performed and results are properly recorded. Students also become familiar with the anatomy and physiology of the blood body system and cover topics such as blood formation, testing and grouping, and individual blood type identification.

Prerequisite or Corequisite: SCI224

### MED236 Clinical Laboratory

2 Credit Hours

Covers basic laboratory techniques and Clinical Laboratory Improvement Amendments (CLIA), including specimen collection, preservation, and analysis and reporting of all specimen results.

Prerequisites: HEA201, SCI224

### MED240 Clinical Procedures I

3 Credit Hours

Students learn the skills needed to function in a clinical office setting, including patient relations, proper laboratory procedures and safety, medical asepsis, obtaining vital signs, draping patients, assisting with examinations and treatments, and performing diagnostic procedures. Students review anatomy and physiology of the eye and ear and gastrointestinal systems, and focus on tests and diagnostic procedures of these systems. Students are introduced to OSHA standards.

Prerequisites or Corequisites: HEA201, SCI224

**MED242 Clinical Procedures II****3 Credit Hours**

Students learn the skills needed to function in a clinical office setting, including patient relations, proper laboratory procedures and safety, specifics of the gynecological patient, the pediatric patient, growth and development, urology and male health. Responsibilities include assisting with examinations, treatments, and procedures of the orthopedic patient, and performing diagnostic procedures, imaging, patient teaching, and preparation for tests. OSHA standards are reinforced.

Prerequisites: MED230, MED240  
Prerequisite or Corequisite: MED232

**MED246 Assisting with Minor Surgeries****1 Credit Hour**

Through practical applications, students develop the skills necessary to maintain medical asepsis, recognize surgical instrumentation, and conduct proper autoclaving and disinfecting. Students also learn to prepare and maintain a sterile surgical environment, prepare a patient for minor surgery, and assist during minor surgical procedures.

Prerequisites or Corequisites: HEA201, SCI224

**MED251 Pharmacology****3 Credit Hours**

Students study the different drug categories and the methods of administration, including oral and by injection. Includes the proper use of the Physicians' Desk Reference (PDR) and how to accurately read, prepare, and call in written prescriptions.

**MED282 Medical Assistant Capstone****4 Credit Hours**

Designed to elicit reflection and application to the whole of the Medical Assistant program. The capstone course provides an opportunity for the assessment of the medical assistant critical thinking skills and teamwork skills. Finally, the capstone course is designed to reinforce the knowledge and skills needed to sit for industry specific certifications examinations such as the Certified Medical Assistant (CMA), Registered Medical Assistant (RMA), and/or Certified Clinical Medical Assistant (CCMA).

Prerequisites: BUS226 and departmental approval  
Corequisite: MED293

**MED293 Medical Assistant Internship****6 Credit Hours**

The course requires the student to apply the knowledge, skills, and techniques attained throughout the Medical Assistant program. Work-experience program in a supervised healthcare environment that provides students with 180 hours of hands-on experience. On-campus seminars focus on integrating the skills learned throughout the program with work experience through case studies reflecting experiences often encountered in the medical assistant's workplace.

Prerequisites: BUS226 and departmental approval