



*American*  
**SCHOOL of**  
**TECHNOLOGY**

# Medical Assisting

Catalog Course Description

Effective 6/10/2011

## Medical Assisting Course Description

### EDUCATIONAL OBJECTIVES

The educational objective of this program is to provide the graduate with the skills necessary for an entry level position in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology. They learn diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices and the processing of medical insurance forms and claims. The graduate should be able to carry out clinical procedures such as vital signs, routine office-lab procedures, EKG, venipuncture, preparing the patient for physical exams and assisting the physician with these exams. The Medical Assistant possesses a thorough understanding of ethical principles and applies them in dealing with the contractual doctor-patient relationship.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills and their services are being sought by medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers and pharmaceutical companies.

### PROGRAM OUTLINE:

Daytime Program: 1155 clock hours; 30 credit hours, 50 weeks

Evening Program: 1155 clock hours; 30 credit hours, 50 weeks

Course Number	Course Name	Clock Hours	Credit Hours
AH100	Anatomy & Physiology	75	2
AH110	Principles of Pharmacology	75	2
AH120	Medical Business Practices	112.5	3
AH130	Computer Applications in Health Care	112.5	3
AH140	Computer Keyboarding	75	2
AH150	Medical Terminology	75	2
AH160	Medical Law and Ethics	75	2
CD100	Career Development	37.5	1
MA111	Pharmacology Lab	37.5	1
MA160	Clinical Procedures	225	6
MA170	Practicum	180	4
MA180	Advanced Phlebotomy	37.5	1
MA200	Advanced Medical Assisting Skills	375	1
<b>TOTAL</b>		<b>1155</b>	<b>30</b>

Please note that there will be outside work required for the Medical Assisting program, as detailed on class syllabi.

**COURSE OUTLINE:**

AH100 Anatomy & Physiology

Credit Hours: 2

This course covers all basic information necessary for a general understanding of the structure and function of the human body with emphasis on anatomical orientation including anatomical online lookup in conjunction with medical terminology. Topics include organization of the body, chemistry of life, cell structure and function, body tissues and membranes, blood, lymphatics, immunity, human development and birth, and human genetics. Body systems covered include integumentary, musculoskeletal, nervous, sensory, endocrine, circulatory, respiratory, digestive, urinary, and reproductive.

Included with this course is Pathophysiology which is a study of specific disease processes by human body systems. The course emphasizes the etiology (cause), signs and symptoms, diagnostic tests, treatment, and outcomes of disease

AH110 Principles of Pharmacology

Credit Hours: 2

In this course, emphasis is placed on basic pharmacology which includes the understanding of the action of drugs such as: absorption, distribution, metabolism and excretion of drugs by the body. Students study drug classifications and learn the most commonly prescribed drugs. Students learn what a formulary is and learn to match drugs to common conditions. They also learn how to match drugs to lab findings.

Students also learn the different units of measurement in metric, apothecary and household systems. They learn to identify both abbreviations and symbols used in calculating medication dosages and in writing prescriptions. Students apply mathematical computations to solve equations and demonstrate knowledge of basic math.

AH120 Medical Business Practices

Credit Hours: 3

In this course, students will be introduced to basic practice finances including basic bookkeeping, accounting and banking procedures. They learn the many administrative functions of the medical office including appointment scheduling and monitoring, the filing of medical records, proper telephone techniques, and preparing and maintaining medical records. They are also introduced to the different types of managed care and insurance plans and procedural and diagnostic coding. Students will learn interpersonal skills as they relate to patients and coworkers. They learn how to recognize and understand verbal and nonverbal communication, motivation, concepts and memory processes. They learn the basic needs of life and become skilled at applying these principles to patient behaviors. Common defense mechanisms and stress-induced illnesses and conditions are discussed. Developmental stages of the life cycle are presented and students will learn how to assist patients with special needs. Special emphasis is placed on communication with patients from other cultures, over the phone and through electronic technology.



---

AH130 Computer Applications in Health Care

Credit Hours: 3

Electronic Medical Records and Practice Management software are introduced in this course. Students are trained on two medical office simulators; one practice manager referred to as Medisoft and one electronic medical record (EMR) referred to as Electronic Health Records. They will have hands-on practice in performing common billing and collection procedures, creating an Electronic Medical Record, creating electronic prescriptions and lab requisitions, perform electronic histories and document subjective impressions into an electronic progress note, register patients electronically and perform electronic scheduling functions, complete electronic insurance claim forms and simulate submitting them electronically to the insurance company, and post payments and perform electronic billing procedures.

AH140 Computer Keyboarding

Credit Hours: 2

Students are introduced to the components and basic features of a computer system and its operating system. Students learn touch control of the keyboard and make key reaches that are executed quickly and accurately. Many opportunities for measuring skills growth are included. Proper keyboarding techniques as well as building speed and accuracy are a focus of this course. Additionally, students are introduced to an electronic mail system and word processing basics. Students learn the components of business correspondence and medical documents such as reports, chart notes, memos and letter writing.

AH150 Medical Terminology

Credit Hours: 2

This course covers the structure, meaning, and use of medical terms related to diseases of and procedures performed on the human body. It is taught in conjunction with anatomy and physiology. It is designed to teach students to accurately spell, pronounce and define common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

Systems studied include integumentary, musculoskeletal, nervous, sensory organs, endocrine, cardiovascular, respiratory, reproductive, genitourinary, and digestive. Units on psychiatry and pharmacology are also covered. As each body system is introduced, students will be introduced to the basic word-building principles.

AH160 Medical Law and Ethics

Credit Hours: 2

This course introduces students to common legal terminology as well as various statutes. The material enables students to understand how to competently and confidently manage legal and ethical issues when they arise in the health care industry. Students discover the makings of the lawsuit from the examination room to the courtroom and learn steps for avoiding a medical malpractice suit. Students learn to identify and respond to issues of confidentiality and perform within legal boundaries. Special emphasis is placed on federal acts that impact those working in the medical industry including HIPAA, ASHA, ADA (Americans with Disabilities Act), ERISA (Employment Retirement Income Security Act), and

FLSA (Fair Labor Standards Act). In this course, students also learn the standards of Ethical Coding of the AHIMA (American Health Information Management Association) and the Code of Ethics for AAMA (American Association of Medical Assistants).

---

CD 100 Career Development

Credit Hours: 1

Career Development takes an in-depth look at the ways to achieve and maximize each student's success in building a future with their newly obtained skills. Through multiple workshops and coursework the Career Development course covers topics such setting and managing goals and personal finances, defining quality of performance in the workplace, recognizing the importance of relational communication and knowing when/where to use it for the most effective outcome, reviewing and understanding steps in the employment process from an employer's point of view, developing successful tools for networking and job searching in today's tough economy, understanding the concepts behind interviewing, answering those tough interview questions, recognizing several aspects of skill sets and building critical marketing documents such as cover letter, resume and thank you letter for landing and securing your future career.

---

MA111 Pharmacology Lab

Credit Hours: 1

In this course, students will apply their cognitive knowledge of the fundamental principles of pharmacology in performance of the administration of medication. Students learn to prepare medications from a vial, cartridge/syringe unit and an ampule and the parts of a syringe and needle. Students learn proper sites for administering parenteral medication using a variety of routes including IM, Sub-Q and ID. They also learn how to read labels and dispense oral medications, inhalation therapies and optic administration.

---

MA160 Clinical Procedures

Credit Hours: 6

This course will provide students with a thorough introduction to OSHA guidelines and infection control procedures as well as many safety techniques including the importance of Materials Safety Data Sheets (MSDS) in a healthcare setting. Students will learn and be able to demonstrate the basic principles for interviewing a patient and obtaining a medical history. They will be able to demonstrate aseptic hand washing, vital signs measurement, height and weight and proper positioning and draping of a patient for various examinations and specialty examinations including: physical therapy, pap and pelvic procedures, pregnancy exams and eye and ear procedures. Students are introduced to the fundamentals of preparing for and assisting with minor office surgeries and learn important steps in the sanitization, disinfection and sterilization of instruments.

Students also learn phlebotomy procedures and will perform many CLIA (Clinical Laboratory Improvement Amendments) waived tests. This course also introduces students to proper procedures in responding to emergencies including; heart attack, breathing cessation, and various injuries. Students will have the opportunity to obtain CPR certification and first aid certification. Students learn to apply electrocardiography (ECG or EKG) leads and record a 12-lead electrocardiogram.

Upon successful completion of prerequisite course work the students participate in a 160 hour practicum at an approved facility and a 20 hour practicum on campus. The practicum provides the student an opportunity to apply the principles and practices learned in the classroom and utilize entry level medical assisting skills working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site after completion of 160 hours. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation. The student receives no remuneration while gaining valuable experience.

The practicum portion provides the student an opportunity to prepare for the certification exam of the American Association of Medical Assistants Endowment. Students work under the general supervision of the school staff. Students are evaluated by an instructor or practicum coordinator at weekly intervals.

In this course, students continue practicing their phlebotomy techniques to obtain the required number of successful blood draws for certification. They also prepare for and process applications for the Registered Phlebotomy Technician (RPT) exam from the American Medical Technologists (AMT).

In this course students will incorporate their cognitive knowledge in the performance of psychomotor and affective domains in providing patient care in accordance with regulations, policies, laws and patient rights; communicating effectively, both orally and writing; medical business practices; and applying quality control measures. They also will prepare for and process applications for the Certified Medical Assistant (CMA) exam from the American Association of Medical Assistants(AAMA).