



BIO125-3 cr. Medical Terminology

An introduction to medical word structure, including prefixes, suffixes, roots, plurals and abbreviations. Spelling, definitions and pronunciation are stressed and reinforced by frequent examination. TAG approved course- OHL020 effective Spring 2011 CTAG approved course - CTMT001 effective Spring 2011

MAT234-3 cr. Introduction to Phlebotomy

This course focuses on phlebotomy and microcapillary puncture skills, collection/handling of specimens, quality assurance, infection control, safety and law and ethics.

MAT100-5 cr. Medical Assisting I

Medical Assisting I introduces the students to the profession of Medical Assisting and their responsibilities in the clinical area of the health care facility. Emphasis is placed on communication skills and the clinical techniques employed by the medical assistant. Pathophysiology and medications are presented as related procedures. Electronic Health Records will be implemented throughout the course.

MAT101-3 cr. Medical Office Procedures

This course is designed to prepare students for advanced medical office administrative procedures. Hands-on projects will allow students to experience appointment scheduling, telephone screening, written communication, billing and collection techniques, general banking, and accounts payable. Students will demonstrate the ability to organize their work, set priorities, and make decisions. Electronic health records and accounts receivable software are used in this course.

MAT102-3 cr. Medical Assisting II

Medical Assisting II focuses on performing and assisting with advanced clinical skills, EKG monitoring, and patient communication and education. Proper documentation of clinical procedures is covered using electronic medical records. Pathophysiology is presented as related to the procedures. Electronic Health Records will be implemented throughout the course.

MAT200-3 cr. Medical Lab Procedures for Medical Assisting

This course is designed to prepare students for advanced medical office administrative procedures. Hands-on projects will allow students to experience appointment scheduling, telephone screening, written communication, billing and collection techniques, general banking, and accounts payable. Students will demonstrate the ability to organize their work, set priorities, and make decisions. Electronic health records and accounts receivable software are used in this course.



MAT202-3 cr. Pharmacology/Administration of Medications

This course focuses on specific drug classifications including the action and usage with direct relationship to diseases and disorders; mathematical units of measure and dosage calculations; methods for preparing and administering oral, intramuscular, subcutaneous, and intradermal medications used in the physician's office; and managing the office drug inventory. Pathophysiology is presented as related to medications. Electronic Health Records will be implemented throughout this course.

MAT103-3 cr. Medical Law and Ethics

This course will focus on developing an understanding of ethics and various points of view on current ethical issues. Students will learn and discuss how legal issues are applied to the medical office.

MAT201-3 cr. Insurance for Medical Assisting

This course focuses on developing knowledge of private, government and managed care insurances. Students will learn to code and complete electronic claim forms from CPT and ICD codebooks. Students will learn basic bookkeeping terminology, and post payments from Remittance Advice forms. This course covers risk management for reimbursement issues, following up on unpaid claims, and appealing disallowed claims. Electronic Health Records will be implemented in the course.

MAT203-2 cr. Medical Assisting III

This course is a culmination of all previous courses, meant to prepare students for real world experience.

MAT204-2 cr. Medical Office Management

This course focuses on creating a Policy and Procedure Manual that includes management principles, policies and procedures, financial management, marketing the practice, human relations and safety and disaster plans.

MAT205-1cr. Medical Assisting Seminar

This course will teach students how to prepare resumes, write cover letters and develop interview skills. Students will also prepare for the practicum.

MAT206-2 cr. Medical Assisting Practicum

The student is placed in a medical facility for 210 hours of practical application of all skills learned in the classroom and for additional instruction in the actual operation and management of the health care facility. The student works under the close observation and supervision of the physician and office staff.