

# MED - MEDICAL ASSISTANT

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## **MED 102 Introduction to the Medical Assisting Profession (1-3-2)**

*Offered Fall Semester*

Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program

Co-requisites: MED 104 , MED 107

This course introduces the student to the profession of medical assisting, the legal and ethical concepts related to medical assisting and the medical terminology of the medical office.

## **MED 104 Medical Assisting Administrative Procedures (3-3-4)**

*Offered Fall Semester*

Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program

Co-requisites: MED 102 , MED 107

This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD-10-CM, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

## **MED 107 Medical Office Management (2-6-4)**

*Offered Fall Semester*

Prerequisites: AHS 102, BIO 112, CPT 170, ENG 101, plus admission into the Medical Assisting program

Co-requisites: MED 102, MED 104

This course provides a study of the principles and practices of banking and accounting procedures, billing methods and office management. This course includes a mandatory administrative practicum experience in a physician's office.

## **MED 112 Medical Assisting Pharmacology (1-3-2)**

*Offered Spring Semester*

Prerequisites: MED 102, MED 104

Co-requisites: MED 107, MED 113, MED 114

This course provides a study of principles of pharmacology, drug therapy and the administration of medication.

## **MED 113 Basic Medical Laboratory Techniques (2-3-3)**

*Offered Spring Semester*

Prerequisites: MED 102, MED 104, MED 107

Co-requisites: MED 112, MED 114

This course provides a study of specimen collection and techniques for related laboratory procedures routinely performed in medical offices and clinics; including hematology and procedures related to body fluids.

## **MED 114 Medical Assisting Clinical Procedures (2-6-4)**

*Offered Spring Semester*

Prerequisites: MED 102, MED 104, MED 107

Co-requisites: MED 112, MED 113

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

## **MED 156 Clinical Experience I (3-9-6)**

*Offered Summer Semester*

Prerequisites: MED 112, MED 113, MED 114

This course provides direct experience in a physician's office or other selected medical facilities. This course incorporates a comprehensive review of prior knowledge and a mandatory clinical practicum experience.