

MEDICAL ASSISTING (MA)

MA-122 Medical Ethics (formerly AH-122) **3 Units (LEC 48-54)**

This course examines how laws affect medical professionals, medical offices, patients and the medical assistants who provide care in various industry settings. Students will examine, evaluate and analyze laws related to patient rights, intentional torts, negligence, and malpractice litigation. The course will alert the students of their rights, duties, and legal responsibilities within the context of their function as a member of the allied health care team. (formerly AH 122)

Transfers to CSU only

MA-772 Administrative Medical Assisting (formerly MA-072) **3 Units (LEC 48-54)**

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, managed care facilities and other medical offices. Training will prepare students to perform basic administrative medical assisting functions; patient appointment scheduling, maintain medical records, basic procedural and diagnostic coding, utilize Allied Health technical supportive services and work as a member of a health care team. (formerly MA 072)

Not transferable

MA-773 Clinical Medical Assisting (formerly MA-073) **4 Units (LAB 48-54, LEC 48-54)**

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, and other medical offices. Training prepares students to perform clinical medical assisting functions including taking patient histories, recording vital signs, preparing patients for examination, assisting with routine and specialty physical exams and minor office surgery, performing basic lab tests, collecting and preparing lab specimens, authorizing prescription refills as directed, administering medication, taking electrocardiogram, interviewing and documenting patient complaints, and performing CPR and first aid. (formerly MA 073)

Not transferable

MA-775 Medical Scribe **3 Units (LEC 48-54)**

This course provides students with the knowledge and skills to develop accurate, timely charting of patient encounter, including but not limited to patient history, physical exams, diagnostic and laboratory tests results, procedures and diagnosis codes.

Not transferable

MA-776 Medical Billing and Coding **4 Units (LAB 48-54, LEC 48-54)**

This course is designed to provide students with the knowledge and skills required to perform procedural and diagnostic coding and prepares the student to take the Certified Billing and Coding Specialists (CBCS) exam offered by the National Healthcareer Association (NHA). Students learn the fundamentals of medical billing and coding, major private and public insurance plans and electronic claims processing.

Not transferable

MA-777 Pharmacology for Medical Assistants **3.5 Units (LEC 56-63)**

This course provides the academic knowledge and competency skills that medical assistants need to accurately and safely administer medication to patients in a clinical setting. Course content includes dosage calculation, drug sources, legislation, drug classification and action, parenteral and non-parenteral drug administration and the effect of medications on body systems.

Recommended Preparation: BIOL-100, AH-105
Not transferable