MEDICAL ASSISTING (2740)

2740:126 Administrative Medical Assisting I (3 Credits)
Theory and practice in administrative medical assisting competencies such as legal and ethical concepts, medical front office responsibilities, and financial administration.

2740:127 Administrative Medical Assisting II (3 Credits)
Theory and practice in administrative medical assisting. Simulating a medical office, competencies include utilizing computerized practice management software, medical office management, medical financing and insurance.

2740:135 Clinical Medical Assisting I (4 Credits)
Prerequisites: 2750:120, 2750:230, 2780:106, and 2780:107. First clinical course covering medical laboratory, PE, vital signs, EKGs, microbiology, procedural asepsis, suture removal, basic PT, eye and ear treatments, and basic nutrition.

2740:235 Clinical Medical Assisting II (4 Credits)

2740:242 Medical Transcription II (3 Credits)
Prerequisites: 2540:119, 2740:151, 2750:120, and 2740:240. This course is an advanced medical transcription course. Emphasis will be placed on development of accuracy, speed, and medical knowledge for transcription of medical documents.

2740:245 Medical Billing Externship (4 Credits)
Prerequisites: 2740:127, 2740:126, 2740:135, 2740:235, 2750:120, 2750:227, 2750:229, 2750:230, 2750:328, 2780:106, and 2780:107 (thus completing all other Medical Billing Certificate course work), a 2.0 cumulative GPA, and permission from the Medical Assisting program director. This externship is a minimum 160 hour medical billing work experience, required seminar hours and preparation for the optional CPC and CCSP exams.

2740:246 Medical Assisting Practicum (4 Credits)
Prerequisites: 2740:126, 2740:127, 2740:135, 2740:235, 2750:230, 2780:106, and 2780:107 (thus completing all other Associate of Applied Science in Medical Assisting Technology course work, with a 2.0 cumulative GPA), and permission from the program director. The practicum work experience of a minimum of 160 hours; seminar hours will also be required. This class prepares students for their national certification exam.

2740:290 Special Topics: Medical Assisting (1-2 Credits)
Prerequisite: Permission. Selected topics or workshops of interest in medical assisting technology.