

# MEDICAL ASSISTING (MAI)

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## MAI 105 (3 credit hours)

### Introduction to Medical Assisting

Introduces rights, roles, responsibilities and functions of the medical assistant including personal and professional awareness, communication, interpersonal relationships, psychological concepts, ethics and legalities Lecture: 3 credits (45 contact hours).

**Pre-requisite:** Acceptance into the Medical Assisting program or Consent of Medical Assisting Coordinator/Director.

**Attributes:** Technical

**Components:** LEC: Lecture

## MAI 120 (3 credit hours)

### Medical Assisting Laboratory Techniques I

Introduces theory and practical application in the physician's office laboratory including anatomy and physiology, patient preparation, specimen collection and transport, processing and testing, blood collection and prevention of disease transmission. Lecture: 2 credits (30 contact hours); Laboratory: 1 credit (30 contact hours).

**Pre-requisite:** Acceptance into the Medical Assisting Program or consent of Medical Assisting Coordinator/Director.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

## MAI 125 (2 credit hours)

### Medical Assisting Laboratory Techniques I

Introduces theory and practical application in the physician's office laboratory including anatomy and physiology, patient preparation, specimen collection and transport, processing and testing, blood collection and prevention of disease transmission. Lecture: 1 credit (15 contact hours). Laboratory: 1 credit (30 contact hours).

**Pre-requisite:** Admission in Medical Assisting Program or Program Coordinator Permission.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

## MAI 140 (4 credit hours)

### Medical Assisting Clinical Procedures I

Introduces clinical skills and techniques used in the physician's office for patient examination, diagnosis and treatment. Introduces concepts related to electronic health records (EHR). Presents principles and practical applications related to medical asepsis, infection control, vital signs, routine and specialty patient examinations, diagnostic testing, and treatments with an emphasis on OSHA regulations. Lecture: 3 credits (45 contact hours). Laboratory: 1 credit (45 contact hours).

**Pre-requisite:** Acceptance into the Medical Assisting Program or Consent of Medical Assisting Coordinator/Director.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

## MAI 150 (3 credit hours)

### Medical Assisting Administrative Procedures I

Provides knowledge of the duties required in an office with emphasis placed on a medical office environment. Course content includes communication with patients and co-workers, completion of medical office forms, telephone techniques, filing office correspondence, appointment scheduling, processing medical records, and an introduction to medical office computer software. Lecture: 3 credits (45 contact hours).

**Pre-requisite:** Acceptance into the Medical Assisting Program or Consent of Medical Assisting Coordinator/Director.

**Attributes:** Technical

**Components:** LEC: Lecture

## MAI 155 (4 credit hours)

### Administrative Procedures for the Medical Assistant

Provides knowledge of the duties required in a medical office with emphasis placed on the ambulatory care environment. Presents procedures in effective communication with patients, physicians, and healthcare professionals. Focuses on completion of medical office forms, financial and insurance claim forms, filing office correspondence, processing medical records, and billing methods. Introduces fundamentals of insurance processing and coding for the medical office, with focus on proper procedures for accurate coding systems using diagnostic and procedural coding systems. Applies application skills with medical office software, including practice management and electronic medical records. Lecture: 3 credits (45 contact hours). Laboratory: 1 credit (45 contact hours).

**Pre-requisite:** Admission in Medical Assisting Program or Program Coordinator Permission.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

## MAI 162 (6 credit hours)

### Medical Assisting Laboratory & Clinical Procedures I

Introduces clinical skills and techniques used in the physician's office including anatomy and physiology, patient preparation and examination, diagnosis and treatment, specimen collection and transport. Presents principles and practical applications related to medical asepsis and infection control, vital signs, diagnostic testing, and treatments with an emphasis on OSHA regulations. Introduces theory and practical application of blood collection, processing, and transport as it relates to the physician office laboratory. Pre-Requisite: Admission in Medical Assisting Program or Program Coordinator Permission. Lecture: 4 credits (60 contact hours). Laboratory: 2 credits (60 contact hours).

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

## MAI 170 (2 credit hours)

### Dosage Calculations

Provides a review of basic mathematics skills related to dosage calculations, a thorough knowledge of the systems of measurement and conversion, and application skills to perform dosage calculations. Lecture: 2 credits (30 contact hours).

**Pre-requisite:** Acceptance into the Medical Assisting Program or Consent of Medical Assisting Coordinator/Director.

**Attributes:** Technical

**Components:** LEC: Lecture

**MAI 200 (3 credit hours)****Pathophysiology for the Medical Assistant**

Provides instruction related to common acquired diseases, congenital conditions, injuries, illnesses, and trauma situations as related to the major body systems. All Pre-requisites must be achieved with a grade of "C" or greater. Lecture: 3.0 credits (45 contact hours).

**Pre-requisite:** (BIO 135 or BIO 137 and BIO 139) and (CLA 131 or AHS 115 or AHS 120 or MIT 103) or Consent of Medical Assisting Coordinator/Director.

**Attributes:** Technical

**Components:** LEC: Lecture

**MAI 220 (3 credit hours)****Medical Assisting Laboratory Techniques II**

Relates to laboratory procedures waived complexity testing performed in the physician's office laboratory. Stresses CLIA and OSHA regulations. Lecture: 2 credits (30 contact hours). Laboratory: 1 credit (30 contact hours).

**Pre-requisite:** MAI 120 with a grade of "C" or greater or Consent of Medical Assisting Coordinator/Director.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

**MAI 230 (3 credit hours)****Medical Insurance**

Introduces fundamentals of insurance processing and coding for the medical office, with focus on proper procedures for accurate coding systems using the ICD, CPT and HCPCS coding system. Lecture: 3 credits (45 contact hours).

**Pre-requisite:** Acceptance into the Medical Assisting Program or Consent of Medical Assisting Coordinator/Director.

**Attributes:** Technical

**Components:** LEC: Lecture

**MAI 240 (4 credit hours)****Medical Assisting Clinical Procedures II**

Continues instruction and application techniques for specialty examination, diagnostic testing and treatment modalities. Emphasizes fundamentals and practical applications of minor office surgical procedures. Lecture: 3 credits (45 contact hours). Lab: 1 credit (45 contact hours).

**Pre-requisite:** MAI 140 with a grade of "C" or greater OR Consent of Program Coordinator.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

**MAI 250 (3 credit hours)****Medical Assisting Administrative Procedures II**

Focuses on compiling and completing financial and insurance claim forms. Includes banking concepts, accounting systems frequently used in the medical office, payment procedures, insurance plans and claims, paper and electronic billing methods, and professional fees. Lecture/Lab: 3.0 credits (60 contact hours).

**Pre-requisite:** MAI 150 with a grade of "C" or greater OR Consent of Program Coordinator.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

**MAI 262 (6 credit hours)****Medical Assisting Laboratory & Clinical Procedures II**

Provides instruction and application techniques for specialty examination, diagnostic testing, and treatment modalities. Emphasizes fundamentals and practical applications of minor office surgical procedures. Prepares students for laboratory procedures and waived complexity testing performed in the physician's office laboratory. Stresses CLIA and OSHA regulations. Lecture: 4 credits (60 contact hours). Laboratory: 2 credits (60 contact hours).

**Pre-requisite:** MAI 162 with a "C" or higher.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

**MAI 265 (4 credit hours)****Applied Pharmacology for the Medical Assistant**

Provides a review of basic mathematic skills related to dosage calculations, a thorough knowledge of the systems of measurement and conversion, and application skills to perform dosage calculations. Examines pharmacology with concentration on prescriptions, drug nomenclature, classification of drugs, patient education, and medication preparation and administration. Lecture: 3 credits (45 contact hours). Laboratory: 1 credit (30 contact hours).

**Pre-requisite:** Acceptance to the Medical Assisting Program and (BIO 135 or BIO 137 and BIO 139) and (AHS 115 or CLA 131 or MIT 103) with a grade of "C" or better, or Consent of Medical Assisting Program Coordinator/Director.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

**MAI 270 (3 credit hours)****Pharmacology for the Medical Assistant**

Examines pharmacology with concentration on prescriptions, drug nomenclature, classification of drugs, patient education, medication preparation and administration. Lecture: 2.0 credits (30 contact hours). Lab: 1.0 credit (45 contact hours).

**Pre-requisite:** (MAI 170 and (BIO 135 or BIO 137 and BIO 139) and (AHS 115 or AHS 120 or CLA 131 or MIT 103) with a grade of "C" or better) or Consent of Medical Assisting Program Coordinator/Director.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture

**MAI 281 (1 credit hours)****Medical Assisting Practicum**

Provides introductory practical experience (unpaid) through observation and work assignments in a healthcare setting. Clinical: 1 credit (60 contact hours).

**Pre-requisite:** Consent of Medical Assisting Program Coordinator/Director.

**Attributes:** Technical

**Components:** CLN: Clinical

**MAI 284 (2-3 credit hours)****Medical Assisting Externship**

Allows the student to apply knowledge, perform administrative and clinical procedures, and develop professional attitudes for interacting with other professionals and consumers in the health care field by means of externship assignments (unpaid). Practicum: 2 - 3 credits (120-180 contact hours).

**Pre-requisite:** MAI 281 and Consent of Medical Assisting Program Coordinator/Director.

**Attributes:** Technical

**Components:** PCM: Practicum

**MAI 289 (1-2 credit hours)****Medical Assisting Assessment Preparation**

Prepares student to assume the role of the Medical Assistant by preparing them for successful credentialing while providing the opportunity to apply critical thinking, cognitive skills and performance competencies. Laboratory: 1.0-2.0 credit hours (30-60 contact hours).

**Pre-requisite:** Consent of Program Coordinator.

**Attributes:** Technical

**Components:** LAB: Laboratory

**MAI 299 (1-4 credit hours)****Selected Topics: Medical Assisting: (Topic)**

Various medical assisting topics, issues and trends will be addressed. Topics may vary from semester to semester at the discretion of the instructors; course may be repeated with different topics to a maximum of six credit hours. Lecture: varies; Laboratory: varies.

**Pre-requisite:** Consent of instructor.

**Attributes:** Technical

**Components:** LAB: Laboratory, LEC: Lecture