

# MEDICAL ASSISTANT (MASST)

## MASST 1125

### *Introduction to Medical Assisting*

1 Credit Hour

Students will be introduced to the medical assistant profession. Concepts of communication, responsibilities of a medical assistant with an emphasis on medical records, appointment scheduling, and basic administrative procedures are included. (1 lecture hour, 1 lab hour)

**Prerequisite:** HLTHS 1110 or ANAT 1500 with a grade of C or better, or equivalent, and CIS 1110, CIS 1150, or OFTI 1200 with a grade of C or better, or equivalent, or consent of instructor. Students must complete the required pre-registration requirements as stated in the registration packet.

## MASST 1130

### *Introduction to Medical Assisting*

3 Credit Hours

Students will be introduced to the medical assistant profession. Concepts of communication, responsibilities of a medical assistant with an emphasis on medical records, appointment scheduling, and basic administrative procedures are included. (2 lecture hours, 2 lab hours)

**Prerequisite:** HLTHS 1110 with a grade of C or better, or equivalent or ANAT 1500 with a grade of C or better, or equivalent, and CIS 1110 with a grade of C or better, or equivalent or CIS 1150 with a grade of C or better, or equivalent or OFTI 1200 with a grade of C or better, or equivalent, or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet.

## MASST 1131

### *Administrative Procedures for the Health Care Office*

2 Credit Hours

Students will be introduced to medical records, appointment scheduling, business communication, and office safety procedures. (2 lecture hours)

**Prerequisite:** CIS 1110, CIS 1150, or OFTI 1200 with a grade of C or better or equivalent or consent of instructor.

## MASST 1133

### *Practice Finance for Medical Assistants*

3 Credit Hours

Students will be introduced to billing, coding, and health care insurance as it relates to physician offices. Introduction to accounts receivable functions and accounts payable procedures is also included. (2 lecture hours, 2 lab hours)

**Prerequisite:** Concurrent enrollment in CIS 1110 or CIS 1150 or consent of instructor. Students must complete the required pre-registration requirements as stated in the registration packet.

## MASST 2211

### *Legal and Ethical Aspects of Health Care*

3 Credit Hours

Students will be introduced to legal and ethical aspects of health care with an emphasis on patient's rights, confidentiality, liability, ethical decisions, documentation, consent, and release of information, as they apply to medical assisting. (3 lecture hours)

**Prerequisite:** CIS 1110 with a grade of C or better, or equivalent or consent of instructor.

## MASST 2233

### *Pathophysiology for Medical Assisting*

3 Credit Hours

Students will explore the functional changes that accompany injuries, disorders, and disease states as they relate to medical assisting. (3 lecture hours)

**Prerequisite:** Concurrent enrollment is required in MASST 1130, and ANAT 1500 with a grade of C or better or equivalent, or ANAT 1551 and ANAT 1552 both with a grade of C or better or equivalent, or ANAT 1571 and ANAT 1572 both with a grade of C or better, or equivalent, or consent of instructor. Students must complete the required pre-registration requirements as stated in the registration packet.

## MASST 2235

### *Diagnostic Procedures for Medical Assistants*

3 Credit Hours

Students will learn the principles of electrocardiography, diagnostic imaging, clinical lab procedures, and phlebotomy. (2 lecture hours, 3 lab hours)

**Prerequisite:** MASST 1130 with a grade of C or better, or equivalent or concurrent enrollment in MASST 1130, or consent of instructor.

## MASST 2237

### *Assisting With Medical Specialties*

3 Credit Hours

Students will be introduced to clinical skills required for medical assistants in a variety of physician specialty offices including urgent care settings. (2 lecture hours, 3 lab hours)

**Prerequisite:** MASST 1130 with a grade of C or better, or equivalent or consent of instructor. Students must complete the required pre-registration requirements as stated in the registration packet.

## MASST 2239

### *Medical Assistant Clinical Procedures*

3 Credit Hours

Students will study clinical procedures performed by a medical assistant with an emphasis on medication administration, vital signs, patient navigation, nutrition, health promotion, and patient preparation. (2 lecture hours, 3 lab hours)

**Prerequisite:** MASST 1130 with a grade of C or better, or equivalent or consent of instructor. Students must complete the required pre-registration requirements as stated in the registration packet.

## MASST 2245

### *Workplace Development for Medical Assistants*

2 Credit Hours

Students will be introduced to professionalism and communication skills for medical office personnel with an emphasis on successfully securing and retaining employment. (1 lecture, 2 lab hours)

**Prerequisite:** MASST 1130 with a grade of C or better or equivalent or consent of instructor. Students must complete the required pre-registration requirements as stated in the Registration Packet.

## MASST 2250

### *Medical Assistant Practicum*

3 Credit Hours

Integrated clinical practice in medical assisting with a minimum of 180 clinical contact hours in a qualified medical office. (24 clinical hours)

**Prerequisite:** Consent of instructor is required. Students must complete the required pre-registration requirements as stated in the Registration Packet.

**MASST 2253 (MASST-PE1)**

***Certified Medical Assistant Exam Prep***

1 Credit Hour

Students will prepare for the medical assistant certification exam offered by the American Association of Medical Assisting (AAMA). The class will include a review of the theory and skills required for medical assisting and prepare students for their final capstone practicum course. (1 lecture hour)

**Prerequisite:** MASST 1130 or consent of instructor. Students must complete the required pre-registration requirements as stated in the registration packet.