

COURSE DESCRIPTIONS

Course Group 1 (10 classes):

The Medical Assistant: This course explores the roles and responsibilities of a medical assistant including employment outlook, credentialing requirements and how medical assisting relates to other allied health professions.

Professional Communication: This course provides study and practice on relating to others and communicating in a professional and empathetic manner. It covers organizations and support groups that can help when working with terminally ill patients and patients in different developmental stages of life.

Medical Law and Ethics: This course introduces the legal aspects of practice as a medical assistant at the federal and state levels. It covers the Code of Ethics, patient confidentiality, employer and personal liability coverage and risk management procedures.

Administrative Billing, Coding and Reimbursement: This course introduces standard administrative practices including billing and collection procedures, insurance processing, practice management and technology.

Course Group 2 (9 classes):

Medical Terminology: This course focuses on understanding medical terms and abbreviations and how to use them. It covers the structure of medical terms such as root, prefix, suffix, combinations, spelling and definitions.

Anatomy and Physiology for Health Professions: This course provides an overview of human body systems, structures and functions and how diseases apply to each system. It also covers nutrition, diet and nutritional counseling for patients.

Course Group 3 (21 classes):

Clinical and Laboratory Procedures: This course helps prepare students clinically by applying critical knowledge and practical skills needed as a medical assistant. Some of the skills that will be covered in clinics and labs include medication reconciliation, triage skills, caring for special needs patients, infection control, vital signs, medical emergencies, community resources, quality control, point of

care testing, collecting and processing specimens, venipuncture and using an ECG machine.

Course Group 4 (12 classes):

Pharmacology: This course discusses drug classifications, uses and standards including math and metric conversions, parts of prescriptions, abbreviations for prescription writing and preparing and administering medications.

Career Development: This course prepares students in continuing to develop their career as a medical assistant. It covers resume writing, professional dress, interviewing, time management, following up after an interview and continuing education requirements.

CCMA and Clinical Practice Review (6 classes):

Certification Examination Review: This course gives students an opportunity to review course materials and clinical practices, exercise critical thinking skills, use study guides, take practice exams and take a mock certification exam.