

MEDICAL ASSISTING TECHNOLOGY (MAT)

MAT 1100 – Introduction to Medical Assisting

Credit Hours: 3.00 Total Contact Hours: 4.00 Lecture Hours: 2.00 Lab Hours: 2.00

Introduces the health care delivery system and the role of the medical assistant and scope of practice in a variety of health-care environments with an emphasis on communication, legal implications, ethical considerations and infection control fundamentals in the exam and treatment areas. Investigation and exploration of medical records including the introduction of electronic health records (EHR). The student will describe the impact personal ethics and morals have on the delivery of healthcare to diverse individuals. 'C' grade policy applies.

Offered: Fall

Prerequisites: Acceptance into the Medical Assisting Program

Corequisites: BHS 1390, BIO 1000 or BIO 1110, MAT 1200.

MAT 1200 – Clinical Medical Assisting I

Credit Hours: 4.00 Total Contact Hours: 6.00 Lecture Hours: 2.00 Lab Hours: 4.00

Demonstrates knowledge of the techniques employed by the medical assistant during a general physical examination, taking and recording vital signs, proper chart documentation, practicing and applying medical and surgical asepsis and infection control. An introduction to diagnostic laboratory procedures performed in the physician's office laboratory and medical laboratory science. Principles of laboratory procedures will be studied by observation, discussion and practice in the laboratory sessions. Emphasis on collection, proper handling, including blood and body fluid restrictions, basic hematology procedures, routine urinalysis, Clinical Laboratory Improvement Amendment- waived laboratory testing, capillary puncture and venipuncture for competency. Office safety and emergency preparedness for the medical assistant will be covered and participation in a mock exposure event. 'C' grade policy applies.

Offered: Fall

Prerequisites: Acceptance into the Medical Assisting Program

Corequisites: BHS 1390, BIO 1000 or BIO 1110, MAT 1100.

MAT 1300 – Medical Office Procedures I

Credit Hours: 3.00 Total Contact Hours: 4.00 Lecture Hours: 2.00 Lab Hours: 2.00

Introduces the theory and practice of administrative skills used in the medical office. Topics included are receiving patients in the office, appointment management, telephone techniques, records management, filing procedures, office brochures, office inventory, patient coaching, patient navigation, processing mail and correspondence in the medical office and composing professional/business letters.

Offered: Fall

Prerequisites: MAT 1100, MAT 1200.

MAT 1400 – Clinical Medical Assisting II

Credit Hours: 6.00 Total Contact Hours: 9.00 Lecture Hours: 3.00 Lab Hours: 6.00

Investigates numerous clinical exam room procedures. Classroom and lab instruction on outpatient specialty procedures employed in a general medical examination including assisting with minor office surgery, instrument identification and specialty exams associated with all body systems, performing EKG and pulmonary function testing. Understanding and assessing the differences in working with pediatrics, geriatrics, female/male systems and assisting the physicians in exams with each of these. Also covered in this course will be the theories and principles of pharmacology, dosage calculations and medical administration within the medical assistant's scope of practice. Clinical procedures in each of these areas will be practiced and evaluated in the campus lab. 'C' grade policy applies.

Offered: Fall

Prerequisites: MAT 1100, MAT 1200.

MAT 1990 – Independent Study in MAT

Credit Hours: 0.00 Total Contact Hours: 0.00

Guides exploration of an independent study designed to provide the medical assisting student with the opportunity for in-depth work on a selected topic, within the field of medical assisting for which the student was unable to pursue to the desired degree of depth in regular course offerings. Medical Assisting students will have several options to complete this course including observation of skills, research papers and skill development. During the first week of the semester, the student will meet with the Chairperson and submit in writing the proposed topic of study he/she wishes to pursue and the methods of pursuit that will be used. A faculty member will be assigned to the student for support throughout the project. No more than 3 credit hours of independent study will count toward graduation. This course is graded S/U.

Offered: Fall

Prerequisites: MAT-1020.

MAT 2310 – Healthcare Reimbursement

Credit Hours: 3.00 Total Contact Hours: 4.00 Lecture Hours: 2.00 Lab Hours: 2.00

Examines the basic types of medical insurance available in today's healthcare environment. It acquaints students with billing formats, claim form processing, and the necessary skills to master basic aspects of medical insurance billing and adjudication. Current reimbursement methodologies and compliance will also be covered. This course covers both outpatient physician and inpatient/outpatient hospital situations. Recommended that students have Medical Coding experience. 'C' grade policy applies.

Offered: Fall, Spring.

MAT 2320 – Medical Office Procedures II

Credit Hours: 2.00 Total Contact Hours: 3.00 Lecture Hours: 1.00 Lab Hours: 2.00

Continues the theory and practice of administrative skills of the medical office. Topics include management of the medical office, analyzing health information for clinical practice, patient navigation, basic medical practice of finances including accounts payable/receivable, banking and collection procedures in manual and computerized formats. Preparation for medical assistant practicum and employment. 'C' grade policy applies.

Offered: Fall

Prerequisites: MAT 1300, MAT 1400.

MAT 2410 – Medical Office Coding

Credit Hours: 4.00 Total Contact Hours: 4.00 Lecture Hours: 4.00

Introduces medical coding for the entry-level professional with emphasis on theory and development of skills required to code outpatient and ambulatory services coding for physical reporting requirements.

Introduction to the basic principles and fundamentals of the International Classification of Disease, Ninth Revision classification system, as well as the International Classification of Diseases, Tenth Revision classification system. Introduction to the basic principles and fundamentals of the Physician's Current Procedure Terminology coding nomenclature. The student should have sufficient background in medical terminology and anatomy/physiology to provide a solid foundation for coding knowledge. This may be acquired through course work or workplace experience. 'C' grade policy applies.

Offered: Fall, Spring.

MAT 2420 – Medical Coding - Advanced

Credit Hours: 2.00 Total Contact Hours: 2.00 Lecture Hours: 2.00

Applies the principles of procedural and diagnostic coding theories. Students should have completed MAT 2410 successfully or have a minimum of two years full time documented coding experience in the healthcare setting. This course is designed to serve as a review course for Certified Procedural Coding examinations. College credit from this course may be utilized as continuing education for many health professions. 'C' grade policy applies.

Offered: Fall, Spring

Prerequisites: MAT 2410.

MAT 2430 – Electronic Health Records and Procedures

Credit Hours: 3.00 Total Contact Hours: 3.00 Lecture Hours: 3.00

Develops skills in building and posting to patient files, making and canceling appointments, entering and printing hospital rounds and reports, patient and insurance billing, posting payments and adjustments and generating aging reports using computer-based medical office software. This course is also designed to introduce students to the electronic health record (EHR) through practical applications and guided exercises. Students will have a working knowledge of the history, theory, benefits, and skills of EHR through guided and critical thinking exercises. 'C' grade policy applies.

Offered: Fall, Spring

Corequisites: BHS 1390, BIO 1000 or BIO 1110.

MAT 2510 – Medical Assisting Clinical (Practicum)

Credit Hours: 2.00 Total Contact Hours: 10.00 Clinical/Other Hours: 10.00

Provides participation in a 160 hour non-reimbursed, on-the-job, supervised clinical (practicum) in an ambulatory healthcare medical facility. This class enables the student to apply all of the classroom training to an actual work situation and is an integral part of the Medical Assistant Program. The student will observe, assist and demonstrate administrative, general and clinical skills in the office. All required courses must have been successfully completed or must be taken concurrently. If any required courses being taken concurrently are dropped, the clinical (practicum) may be terminated also. 'C' grade policy applies.

Offered: Fall

Prerequisites: MAT 1300, MAT 1400

Corequisites: MAT 2320, MAT 2520.

MAT 2520 – Capstone for Medical Assisting

Credit Hours: 2.00 Total Contact Hours: 2.00 Lecture Hours: 2.00

Provides assessment of medical assisting knowledge presented in a capstone experience. Students will demonstrate their proficiency by integrating technical knowledge with core skills and abilities. Through discussion boards, roundtable discussions, psychomotor demonstrations and various other learning modalities, the student will demonstrate their core skills and abilities that have reinforced throughout the program. All required courses must have been successfully completed or must be taken concurrently. 'C' grade policy applies.

Offered: Fall

Prerequisites: MAT 1300, MAT 1400

Corequisites: MAT 2320, MAT 2510.