

# MEDICAL ASSISTING TECHNOLOGY (MAT)

## **MAT 1010 – Medical Assisting I**

### **3 Credit hours**

Introduces the student to the health care system and the role of the medical assistant and scope of practice in different health-care environments. Overview of the health care industry, including organization of ambulatory care practice groups, solo practice, offices, hospitals, professional organizations and federal health care programs and health care delivery trends and issues. Identifying and demonstrating concepts of effective communication with the health-care team, patients and their families is explored. Investigation and exploration of technologies used in the healthcare setting, including, but not limited to: HIPAA security & privacy, telemedicine, medical transcription and technology as it relates to various specialties. Introduction of electronic medical records (EMR). Current technologies will be added to the course as needed. Students need a solid knowledge base of medical terminology, anatomy and physiology and computer skills to perform many of the functions in this class.

**Prerequisites:** Acceptance into the Medical Assisting Program.

**Corequisites:** MAT-1010L, BIO 1110, BHS 1380.

## **MAT 1020 – Medical Assisting II**

### **4 Credit hours**

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. "C" grade policy applies.

**Prerequisites:** MAT 1010, BIO 1110, BHS 1380

**Corequisites:** MAT-1020L, BIO 1120, BHS 1390.

## **MAT 1030 – Introduction to Laboratory Science**

### **3 Credit hours**

Provides a basic introduction into the various areas of the clinical laboratory including phlebotomy, hematology, urinalysis, immunology, microbiology, and chemistry. Pipettes, glassware, safety, quality assurance, medical ethics and instrumentation are also discussed. Emphasis on collection, proper handling and CLIA waived laboratory testing utilized in the physician office laboratory (POL) and medical laboratory. Upon successful completion of this course, the student will be able to perform basic laboratory testing in a POL or medical laboratory.

**Corequisites:** BHS 1840 and MAT-1030L.

## **MAT 1300 – Medical Office Procedures I**

### **3 Credit hours**

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.

**Prerequisites:** MAT 1010 and currently enrolled in the Medical Assisting Program.

**Corequisites:** MAT 1020, MAT-1300L.

## **MAT 1990 – Independent Study in MAT**

### **1-5 Credit hours**

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.

**Prerequisites:** MAT 1020.

## **MAT 2010 – Medical Assisting III**

### **6 Credit hours**

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 medication administration across the life span and the equipment used to deliver medication 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.

**Prerequisites:** MAT 1020, MAT-2010L, BIO 1120.

## **MAT 2020 – Disease Processes**

### **3 Credit hours**

Introduces basic information on common medical conditions, human diseases and the disease process. Emphasis will be placed on signs/symptoms, diagnostic tests indicated and treatment. Client teaching is required and ways to validate a patients' understanding of their diseases and treatment. Office safety and emergency preparedness for the medical assistant will be covered and participation in a mock environmental exposure event.

**Prerequisites:** MAT 2010.

**MAT 2300 – Medical Office Procedures II**

**4 Credit hours**

Continues the theory and practice of administrative skills of the medical office is offered. Topics include management of the medical office, basic medical practice of finances including accounts payable/receivable, banking and collection procedures in manual and computerized formats. This course also addresses the theory and practice of processing insurance claims in the medical office, applying managed care policies and procedures, third-party guidelines of documentation and processing to ensure federal, state, and third-party reimbursements and completion of insurance claim forms. A computer-based medical office software package will be used to simulate a real medical office environment.

**Prerequisites:** MAT 1300

**Corequisites:** MAT-2300L.

**MAT 2410 – Medical Office Coding**

**4 Credit hours**

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.

**MAT 2420 – Medical Coding - Advanced**

**2 Credit hours**

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.

**Prerequisites:** MAT 2410.

**MAT 2510 – Medical Assisting Clinical (Practicum)** 

**2 Credit hours**

Provides participation in a 180 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.

**Prerequisites:** MAT 2010, MAT 2300

**Corequisites:** MAT 2020.

**MAT 2520 – Capstone for Medical Assisting**  

**2 Credit hours**

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.

**Prerequisites:** MAT 2010, MAT 2300, MAT 2020

**Corequisites:** MAT 2510.