

MEDICAL OFFICE TECHNOLOGY (MDCA, MRMT, POFM)

MDCA-1160. Clinic Med Assist. (1 Credit)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Lab fee \$87 includes professional liability insurance and drug screen.

MDCA-1210. Medical Assistant Interpersonal Communication Skills. (2 Credits)

(2-1-4-2) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. Lab fee.

MDCA-1254. Medical Assisting Credentialing Exam Review. (2 Credits)

(2-2-1-0) This course is taken for academic credit. (Prerequisite: MDCA 1417) Students will earn an A, B, C, D, F, or W. A preparation for one of the National Commission for Certifying Agencies NCCA recognized credentialing exams. Lab fee.

MDCA-1313. Medical Terminology. (3 Credits)

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots and combining forms.

MDCA-1317. Procedures in a Clinical Setting. (3 Credits)

This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Emphasis on patient assessment, examinations, and treatment as directed by a physician. Includes vital signs, collection and documented of patient information, asepsis, office clinical procedures and other treatments as appropriate for ambulatory case settings. Computer with web access is required. Lab fee.

MDCA-1321. Administrative Procedures. (3 Credits)

(3-2-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. Computer/web access required. Lab fee.

MDCA-1348. Pharmacology & Administration of Medications. (3 Credits)

(3-2-4-0) This course is taken for academic credit. (Prerequisite: HRPS 1105 and NURA 1407) Students will earn an A, B, C, D, F, or W. Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Lab fee.

MDCA-1452. Medical Assistant Laboratory Procedures. (4 Credits)

(4-3-3-0) This course is taken for academic credit. (Prerequisite or Corequisite: HRPS 1105 and NURA 1407) Students will earn an A, B, C, D, F, or W. Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA) waived laboratory testing. Lab fee.

MRMT-1307. Medical Transcription I. (3 Credits)

(3-2-4) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy. Lab fee.

MRMT-2333. Medical Transcription II. (3 Credits)

(3-2-4) This course is taken for academic credit. (Prerequisite: MRMT 1307) Students will earn an A, B, C, D, F, or W. Transcription of medical reports with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Lab fee.

POFM-1300. Basic Medical Coding. (3 Credits)

(3-3-0) This course is taken for academic credit. (Prerequisite: MDCA 1313) Students will earn an A, B, C, D, F, or W. Presentation and application of basic coding rules, principles, guidelines and conventions utilizing various coding systems.

POFM-1317. Medical Administrative Support (front Office). (3 Credits)

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Instruction in medical office procedures including appointment scheduling, medical records creation and maintenance, telephone communications, coding, billing, collecting, and third party reimbursement.

POFM-1327. Medical Insurance. (3 Credits)

(3-3-0) This course is taken for academic credit. Students will earn an A, B, C, D, F, or W. Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues.

POFM-1380. Coop Education, Medical Admin/Exec Assistant & Medical Secretary. (3 Credits)

(3-1-20) This course is taken for academic credit. (Prerequisite: see advisor) Students will earn an A, B, C, D, F, or W. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines the classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. Lab fee.