

MED - MEDICAL ASSISTING (MED)

MED 103 Medical Assisting Introduction 3 SHC

This course provides an introduction to the profession of medical assisting, including qualifications, duties, and the role of the medical assistant.

Prerequisites: Admission to the program.

Corequisites: MED 107 and MED 118.

Lecture Hours: 3

Lab/Clinical Hours: 0

MED 104 Medical Assisting Administrative Procedures 4 SHC

This course provides a study of receptionist duties, patient record management, insurance claims processing, ICD-10-CM, CPT and HCPCS coding, letter writing, computer applications and the use of other business machines.

Prerequisites: MED 103, MED 107, and MED 118.

Corequisites: MED 114 and MED 115.

Lecture Hours: 3

Lab/Clinical Hours: 3

MED 107 Medical Office Management 4 SHC

This course provides a study of the principles and practices of banking and accounting procedures, billing methods, and office management.

Prerequisites: Admissions to the Program.

Corequisites: MED 103 and MED 118.

Lecture Hours: 3

Lab/Clinical Hours: 3

MED 108 Common Diseases of the Medical Office 3 SHC

This course provides a study of the most frequently encountered diseases of the patients seen in the medical office, their pathology and treatment.

Prerequisites: MED 104, MED 114, and MED 115.

Corequisites: MED 117.

Lecture Hours: 3

Lab/Clinical Hours: 0

MED 114 Medical Assisting Clinical Procedures 4 SHC

This course covers examination room techniques, including vital signs, specialty examination, minor surgical techniques and emergency procedures.

Prerequisites: MED 103, MED 107, and MED 118.

Corequisites: MED 104 and MED 115.

Lecture Hours: 3

Lab/Clinical Hours: 3

MED 115 Medical Office Lab Procedures I 4 SHC

This course provides a study of laboratory techniques commonly used in physician's offices and other facilities.

Prerequisites: MED 103, MED 107, and MED 118.

Corequisites: MED 104 and MED 114.

Lecture Hours: 3

Lab/Clinical Hours: 3

MED 117 Clinical Practice 5 SHC

This course provides practical application of administrative and clinical skills in medical facility environments.

Prerequisites: MED 104, MED 114, and MED 115.

Corequisites: MED 108.

Lecture Hours: 0

Lab/Clinical Hours: 15

MED 118 Pharmacology for the Medical Assistant 4 SHC

This course provides a study of medical office pharmacology and drug calculations along with medication preparation and administration.

Prerequisites: Admissions to the Program.

Corequisites: MED 103 and MED 107.

Lecture Hours: 3

Lab/Clinical Hours: 3