

MEDICAL ASSISTANT

43.0 Semester Credit Hours

Approximate Duration in Weeks: 36(for Day classes) and 46(for Evening classes)

Program description

Medical Assistants perform administrative and certain clinical duties under the direction of a physician. They perform duties ranging from scheduling appointments, maintaining medical records, billing, and coding to taking vital signs and medical histories, preparing patients for examination, and drawing blood. The Medical Assistant program is divided into different modules like Medical Terminology, Anatomy & Physiology, Phlebotomy, ECG, and Medical Billing. The coursework also includes 225 hours of externship which will give students an opportunity to practice what they have learned in the class. The course program utilizes the instructor-led method of teaching. Each module in the program will have a particular set of books and materials to serve as the fundamental reference guide of the subject.

Program Objective

The Medical Assistant program is designed to prepare students to become skilled office subordinates work closely with doctors, registered nurses, and other office personnel delivering patient care and assuming appropriate responsibilities before, during, and after hospital stays, surgical procedures and doctor's care.

Professional Credentials

After completion of the program, graduates can appear for national certification examination, Clinical Medical Assistant Certification (CCMA) through NHA (National Health Career Association).

Employment

Many medical assistants are employed in Doctor's offices, hospitals, ambulatory centers, and emergency departments. Some are employed directly by doctors as 'private assistants' while others work as 'surgical assistants'. They also work in clinics, surgery centers, and general and specialty medical offices. Their broad educational background plus specialized focus, allows medical assistants to function well in a number of diverse areas of their field. Employment possibilities in addition to MA, include, surgery schedulers, materials managers, organ/tissues procurement and preservation, cardiac catheterization laboratories, product development, EKG technicians, phlebotomists and sales. A number of medical assistants become instructors after 3 years of experience in the field.

Program Layout

Term	Module	Course Title	Sem Credit
Term I			
	Mod 1	BIO 111 Anatomy and Physiology	10.0
	Mod 2	PHL 113 Phlebotomy	4.0
	Mod 3	EKG 115 Electrocardiography	4.0
	Mod 4	MBC 121 Introduction to Billing	5.0
	Mod 5	CMA 223 Assisting with Medical Specialist 1	4.0
Term II			
	Mod 1	CMA 224 Assisting with Medical Specialist 2	11.0
	Mod 2	CMA 235 CMA Externship	5.0
			43.0

Total Semester Credits – 43.0

Course Description

BIO111 Anatomy and Physiology

The module will give introduction to anatomy, the science of body structure, and the physiology, the study of body function. The anatomy and physiology of the body are closely related and this topic is the basic introduction to all those relationships.

The introduction covers following topics:

Introduction to Human Body, The Skeletal System, Lymphatic System, The Muscular System, The Endocrine System, The Circulatory System, The Respiratory System, The Digestive System, Cell & its Structure & functions, The Urinary System and The Reproductive System. This module will also cover a comprehensive study of the more common medical roots, prefixes and suffixes. The topic will relate medical language used in medical field.

PHL 113 Phlebotomy

In this module, the students will learn basic venipunctures techniques on the practice arm along with dermal punctures and butterflies. They will learn the blood order of draws and different tubes to be used for different blood tests.

EKG 113 Electrocardiography

This module will cover comprehensive information on the normal anatomy and physiology of the heart, the conduction pathway, 12-lead EKG, normal and abnormal heart rhythms. The students will perform the EKG on each other to learn how to perform the same.

MBC 121 Introduction to Billing

In this module, the student will be provided with a comprehensive knowledge needed to explain the health insurance plans, requirements & responsibilities of the provider, insurance company and medical biller in depth.

Required pre-requisite for the module: BIO 111.

CMA 223 Assisting with Medical Specialist 1 (core module)

Students will learn the theory and foundational skills required to be a successful medical assistant. The module will build on the basics of medical terminology, and human anatomy & physiology. It will help the student demonstrate legal ethical behavior, safety practices, interpersonal/teamwork skills, and appropriate written & verbal communication skills using the terminology of the occupation and the business/industry. The course is designed to provide preparation for entry-level positions in medical assisting.

Required pre-requisite for the module: BIO 111.

CMA 224 Assisting with Medical Specialist 2 (core module)

Students will further their theory and foundational skills required to be a successful medical assistants by learning more about the specialty procedures like used in surgery, ENT, Ob/gyn, Pediatrics etc. Students will also learn about the emergency medical procedures and nutrition.

Required pre-requisite for the module: CMA 223

CMA 235 CMA Externship (core module)

This course will provide the student with hands-on experience in a physician's office and hospital under the supervision and control of the AIHT, overseen by a designated site supervisor. Externships allow students to develop skills and contacts within the profession while they explore various career opportunities.

Required pre-requisite for the module: CMA 224.