

MEDICAL ASSISTANT (MAST)

MAST 1012, Introduction to Health Professions (2 Credit Hours)

2 lecture hours per week, 0 lab hours per week, 2 contact hours per week

A survey of the health professions and requirements for educational, job and market demands in selected health careers, including health promotion philosophy, goals, history and development. Students will participate in classroom presentations and career exploration. Recent trends in the organization of health care systems, reimbursement, patient/client demographics, and professionalism will also be addressed.

Corequisite(s): MAST 1014, MAST 1113 and MAST 1124

MAST 1014, Introduction to the Human Body (4 Credit Hours)

4 lecture hours per week, 0 lab hours per week, 4 contact hours per week

Introduces students to the organs and systems of the human body. Medical terms and commonly used medical abbreviations related to each body system are covered in this course.

Corequisite(s): MAST 1012, MAST 1113 and MAST 1124

MAST 1113, Clinical Procedures I (3 Credit Hours)

2 lecture hours per week, 2 lab hours per week, 4 contact hours per week

Introduces procedures for preparing clients for the office visit. It includes federal regulations and guidelines from the Centers for Disease Control and Prevention (CDC), Clinical Laboratory Improvement Amendment of 1988 (CLIA88), Occupational Safety and Health Administration (OSHA) Standards, as well as universal precautions. Students will perform emergency procedures, first aid and CPR, infection control measures, laboratory safety and quality control procedures, rehabilitation medical procedures, general safety measures/precautions used in the office/facility environment for employee/patient/client safety. Also introduces clinical facilities. This course requires a fee for CPR certification and a fee for the National Healthcareer Association Certified Clinical Medical Assistant study guide and practice exam.

Corequisite(s): MAST 1012, MAST 1014 and MAST 1124

MAST 1124, Administrative Procedures (4 Credit Hours)

4 lecture hours per week, 0 lab hours per week, 4 contact hours per week

Discusses the components of effective client/ staff communication, both verbal and nonverbal. Beginning front office activities such as scheduling, insurance, billing and patient/ client education methods are covered. Practical application activities are integrated throughout this course. This course requires an additional fee for course materials.

Corequisite(s): MAST 1012, MAST 1014 and MAST 1113

MAST 1223, Clinical Procedures II (3 Credit Hours)

2 lecture hours per week, 2 lab hours per week, 4 contact hours per week

Builds on the skills obtained in Clinical Procedures I. The course focuses on acquiring and documenting patient/client assessment data to assist with the basic physical examination, special medical exams and procedures (point of care testing), and minor surgical procedures.

Prerequisite(s): (MAST 1012 or HLTH 1000) and (MAST 1014 or HLTH 1002) and (MAST 1113 or 1222) and (MAST 1124 or 1214).

Corequisite(s): MAST 1233, MAST 1243 and MAST 1293

MAST 1233, Phlebotomy (3 Credit Hours)

2 lecture hours per week, 2 lab hours per week, 4 contact hours per week

Provides instruction in phlebotomy theory and fundamental phlebotomy skills, including relevant anatomy and physiology as it relates to phlebotomy, venipuncture, capillary sticks, infection control procedures and lab tests that Phlebotomist may perform. Study of advanced phlebotomy skills and procedures that include laboratory administrative procedures, tube identification, and laboratory equipment usage are also included. Students perform introductory, fundamental, and advanced phlebotomy skills in the lab for instructor evaluation in preparation for clinical externship.

Prerequisite(s): (MAST 1012 or HLTH 1000) and (MAST 1014 or HLTH 1002) and (MAST 1113 or 1222) and (MAST 1124 or 1214).

Corequisite(s): MAST 1223, MAST 1243 and MAST 1293

MAST 1243, Pharmacology for Med Assistant (3 Credit Hours)

2 lecture hours per week, 2 lab hours per week, 4 contact hours per week

Covers the basics of drug classification, mathematical computation, and medication administration. Students will demonstrate an understanding of basic drug classification, apply mathematical formulae appropriate to medication administration, and administer medication in compliance with accepted guidelines. This course requires fees for drug screening and background checks.

Prerequisite(s): (MAST 1012 or HLTH 1000) and (MAST 1014 or HLTH 1002) and (MAST 1113 or 1222) and (MAST 1124 or 1214).

Corequisite(s): MAST 1223, MAST 1233 and MAST 1293

MAST 1293, Medical Assistant Externship (3 Credit Hours)

1 lecture hours per week, 8 lab hours per week, 9 contact hours per week

Includes preparation for the clinical certification exam and up to 120 hours of preceptor clinical experience in a variety of health care agencies allowing practical application of medical assistant principles, theories, and skills. This course requires a fee for the Certified Clinical Medical Assistant (CCMA) Exam.

Prerequisite(s): (MAST 1012 or HLTH 1000) and (MAST 1014 or HLTH 1002) and (MAST 1113 or 1222) and (MAST 1124 or 1214).

Corequisite(s): MAST 1223, MAST 1233 and MAST 1243