

MED 264 Medical Assisting Overview

COURSE DESCRIPTION:

Prerequisites: All previous courses in the Medical Assisting Diploma plan of study

Corequisites: MED 260

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

Course Hours per Week: Class, 2; Lab, 0; Semester Hours Credit, 2.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Demonstrate competence in the areas covered on the national certification examination for medical assistants.
2. Apply general, administrative, and clinical knowledge learned throughout the diploma program and/or industry training, and successfully pass the certification exam.

OUTLINE OF INSTRUCTION:

- I. The Certification Process
- II. Creating Your Study Plan
- III. Law and Ethics
- IV. Medical Terminology
- V. Anatomy and Physiology
- VI. Human Behavior and Professional Communication
- VII. Patient Education
- VIII. Administrative Technologies
- IX. Appointment Scheduling/Reception
- X. Medical Records Management
- XI. Correspondence
- XII. Medical Insurance
- XIII. Medical Coding and Claims
- XIV. Financial Practices
- XV. Administration and Compliance
- XVI. Microorganisms and Asepsis
- XVII. Patient Exams and Procedures
- XVIII. Medical Office Surgery
- XIX. Physical Modalities
- XX. Electrocardiography
- XXI. Laboratory Procedures
- XXII. Nutrition
- XXIII. Pharmacology/Medication Administration
- XXIV. Emergency Preparedness

REQUIRED TEXTBOOK AND MATERIAL:

Medical Assisting Exam Review for National Certification Exams, 5th Edition. Lippincott Williams & Wilkins' (LWW). Helen J. Houser, Janet Sesser, ISBN-13: 9781284236019