

MEDICAL ASSISTANT

Health, Athletics, Wellness, and Kinesiology
Division

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<http://www.cabrillo.edu/programs>

Program Description:

The Cabrillo College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756727-210-2350 The Medical Assistant is an integral part of the medical team; thus the job demands the same high caliber of ethics, attitude, confidentiality and performance that the public has come to expect of the medical profession. Opportunities are many and varied, depending upon such factors as personal ability, experience and education. Medical Assistants may become managers of clinics or group practices as well as assist in the physician's office, clinic or hospital.

Security Screening:

To comply with state and local regulations for health care providers, students participating in externships through the Cabrillo College Medical Assistant program are required to meet vaccination and drug testing requirements and provide documentation to the Student Health Services Center before being placed at an externship site. Students are also required to complete criminal background checks and may be required to undergo fingerprinting.

A.S. Degree: Medical Assistant

A.S. General Education

21 Units

Core Courses (33.5 units)

MA 70	Medical Terminology	3
MA 185B	Phlebotomy	1
MA 160	Basic ICD-9-CM and CPT Coding	1
MA 165	Injection Short Course	1
MA 170B	Medical Terminology-Structure & Function of the Body	3
MA 172	Medical Office Procedures	4
MA 173A	Medical Law & Ethics	1.5
MA 176	*Introduction to Medical Assisting Procedures	3
MA 176L	*Medical Assisting Lab	1
MA 181	Medical Insurance	3
MA 183C	EKG Complete Skills	2
MA 184	Health Care Communication & Etiquette	2
MA 189	Electronic Health Records	1.5
MA 199C	Career Work Experience Education	3
CABT 110C	Computer Keyboarding-Speed Development	0.5
CABT 131	Microsoft Word	3

Approved Electives (5.5 Units)

BUS 155	Business Mathematics	3
CABT 111	Using Speech Recognition Software	1
CABT 156	Business Grammar	3
CABT 102	10-Key Calculator	1
COMM 2	Group Discussion	3
COMM 6	Listening	2
MA 150	Pharmacology for Medical Assistants	2
MA 179A	Diagnostic & Procedural Coding for Medical Facilities	3
MA 179B	Intermediate ICD-9-CM/CPT Coding	3
MA 183B	Advanced EKG (Electrocardiography) Skills	1
MA 186	CPT (Current Procedural Terminology) Coding	2
MA 188	Human Pathophysiology	3
PSYCH 35ABC	Death and Dying	3
SPAN 1	Beginning Spanish	4
SPAN 2	Elementary Spanish	4
SPAN 3	Intermediate Spanish	4
Total Units		60

Certificate of Achievement: Medical Assistant

Core Courses (33.5 units)

MA 70	Medical Terminology	3
MA 185B	Phlebotomy	1
MA 160	Basic ICD-9-CM and CPT Coding	1
MA 165	Injection Short Course	1
MA 170B	Medical Terminology-Structure & Function of the Body	3
MA 172	Medical Office Procedures	4
MA 173A	Medical Law & Ethics	1.5
MA 176	*Introduction to Medical Assisting Procedures	3
MA 176L	*Medical Assisting Lab	1
MA 181	Medical Insurance	3
MA 183C	EKG Complete Skills	2
MA 184	Health Care Communication & Etiquette	2
MA 189	Electronic Health Records	1.5
MA 199C	Career Work Experience Education	3
CABT 110C	**Computer Keyboarding-Speed Development	0.5
CABT 131	Microsoft Word	3

Other Required Courses (3 units)

ENGL 1A/1AH/1AMC/1AMCH	3
Total Units	36.5

* This course must be taken within one year of externship

** May substitute from the A.S. Elective List for Medical Assistant.

Medical Insurance Specialist

Program Description:

A.S. Degree: Medical Insurance Specialist

A.S. General Education 21 Units

Core Courses (30-31 units)

CABT 38	Introduction to Microsoft Office	3 - 4
CABT 101	Computer Proficiency.	3
CABT 102	10-Key Calculator.	1
CABT 103A	Data Entry on Computer	1
MA 70	Medical Terminology	3
MA 170B	Medical Terminology-Structure & Function of the Body	3
MA 173A	Medical Law & Ethics	1.5
MA 179A	Diagnostic & Procedural Coding for Medical Facilities	3
MA 179B	Intermediate ICD-9-CM/CPT Coding	3
MA 181	Medical Insurance	3
MA 184	Health Care Communication & Etiquette	2
MA 186	CPT (Current Procedural Terminology) Coding	2
MA 189	Electronic Health Records.	1.5

Approved Electives (9 Units)

PSYCH 35ABC	Death and Dying.	3
CABT 110A	*Computer Keyboarding- Alphabet Keys	0.5
CABT 110B	*Computer Keyboarding- Numbers/Symbols	0.5
or		
CABT 111	Using Speech Recognition Software	1
or		
CABT 157	Business and Technical Writing	3
MA 150	Pharmacology for Medical Assistants	2
MA 172	Medical Office Procedures	4
MA 178	Beginning Medical Spanish	3
MA 188	Human Pathophysiology	3
MA 199C	Career Work Experience Education	1

Total Units 60

Certificate of Achievement: Medical Insurance Specialist

Core Courses (30-31 units)

CABT 38	Introduction to Microsoft Office	3 - 4
CABT 101	Computer Proficiency.	3
CABT 102	10-Key Calculator.	1
CABT 103A	Data Entry on Computer	1
MA 70	Medical Terminology	3
MA 170B	Medical Terminology-Structure & Function of the Body	3
MA 173A	Medical Law & Ethics	1.5
MA 179A	Diagnostic & Procedural Coding for Medical Facilities	3
MA 179B	Intermediate ICD-9-CM/CPT Coding	3
MA 181	Medical Insurance	3
MA 184	Health Care Communication & Etiquette	2
MA 186	CPT (Current Procedural Terminology) Coding	2
MA 189	Electronic Health Records.	1.5

Other Required Courses (3 units)

ENGL 1A/1AH/1AMC/1AMCH	3
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Total Units 33 - 34

Skills Certificate: Electronic Health Records

Required

MA 70	Medical Terminology	3
CABT 38	Introduction to Microsoft Office	3 - 4
CABT 101	Computer Proficiency.	3
CABT 102	10-Key Calculator.	1
CABT 110A	Computer Keyboarding-Alphabet Keys	0.5
and		
CABT 110B	Computer Keyboarding- Numbers/Symbols	0.5
or		
CABT 111	Using Speech Recognition Software	1
CABT 110C	Computer Keyboarding- Speed Development	0.5
MA 173A	Medical Law & Ethics	1.5
MA 189	Electronic Health Records.	1.5

Total Units 14.5 - 15.5

Skills Certificate: Phlebotomy Technician

Required

MA 70	Medical Terminology	3
MA 130A	*Phlebotomy.	1.5
MA 130AL	*Phlebotomy Lab.	1
MA 130B	*Phlebotomy-Advanced	1.5
MA 199C	*Career Work Experience Education	2

Total Units 9

**This course is required for California State Licensing.*

Medical Assistant Courses

MA 70

Medical Terminology

3 units; 3 hours Lecture

Recommended Preparation: ENGL 100 and READ 100.

Repeatability: May be taken a total of 2 times.

Teaches fundamentals of medical word building with emphasis on prefixes, word roots, suffixes, combining forms, abbreviations, and lay terms. Provides a background for any paramedical course.

Transfer Credit: Transfers to CSU.

MA 130A

Phlebotomy

1.5 units; 1.5 hours Lecture

Prerequisite: MA 70.

Corequisite: MA 130AL or current California phlebotomy certification.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

California Certified basic phlebotomy course teaching proper collection of blood specimens, choice of proper equipment, venipuncture techniques, patient care, safety, tests, and quality assurance. This course is designed for all beginning students and for phlebotomists with less than 1,040 hours of experience. Students who wish to become California state certified phlebotomists must complete MA130A, MA130B and MA130AL, and a 120-hour externship. Phlebotomists with less than 1,040 hours must take MA130A and B to become certified. Phlebotomists with more than 1,040 hours must take MA130B. All students must pass a national phlebotomy certification examination to become certified. May be offered in a Distance-Learning Format.

MA 130AL

Phlebotomy Lab

1 unit; 4 hours Laboratory

Corequisite: MA 130A or current California phlebotomy certification.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Provides the skills portion of the MA 130 series for beginning phlebotomy students working towards state certification. Students will perform approximately 35 venipunctures and 2 skin punctures, learning clinical and hospital procedures. A two-unit externship (MA 199C) is also required for those planning to become state certified phlebotomists. Students MUST bring a copy of verification of Hepatitis B vaccinations 1 and 2 to the first class. Student skills must demonstrate compliance to safety instructions or students may be dropped from course. New students who wish to become California state certified phlebotomists must complete MA 130A, MA 130B and MA 130AL, and a 120-hour externship. Phlebotomists with less than 1,040 hours must take MA 130A and B to become certified. Phlebotomists with more than 1,040 hours must take MA 130B. All students must pass a national phlebotomy examination to become certified.

MA 130B

Phlebotomy-Advanced

1.5 units; 1.5 hours Lecture

Prerequisite: MA 130A or current California phlebotomy certification. MA 130AL.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches phlebotomy equipment, techniques, patient care, safety, tests, advanced infection control and bio-hazards, quality assurance and communications. Advanced lecture required for state certification. Course designed for all students including phlebotomists with more than 1,040 hours of phlebotomy experience. All students must pass a national phlebotomy examination to become certified. May be offered in a Distance-Learning Format.

MA 150

Pharmacology for Medical Assistants

2 units; 2 hours Lecture

Prerequisite: MA 70.

Recommended Preparation: Eligibility for ENGL 100 and READ 100; Eligibility for MATH 154.

Teaches Medical Assistant and allied health students drug therapy including the mechanisms of action, therapeutic effects, clinical indications, reactions, and interventions. May be offered in a Distance-Learning Format.

MA 160

Basic ICD-9-CM and CPT Coding

1 unit; 1 hour Lecture

Prerequisite: MA 70 or MA 170B.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches basic principles and conventions of the ICD-9-CM and CPT coding classification systems to students not majoring in billing or coding. Emphasis is on the format and use of coding in the health care field, and how to access and assign ICD-9-CM and CPT codes. May be offered in a Distance-Learning Format.

MA 165

Injection Short Course

1 unit; 0.5 hour Lecture, 1.5 hours Laboratory

Prerequisite: MA 70, MA 176.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches allied health students and current health care employees the correct procedures for administering intramuscular, intradermal and subcutaneous injections.

MA 170B

Medical Terminology-Structure and Function of the Body

3 units; 3 hours Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches terms of anatomy, physiology, diseases, diagnostic, operative, and x-ray procedures. Course helpful to all paramedical students. May be offered in a Distance-Learning Format.

MA 172

Medical Office Procedures

4 units; 4 hours Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Covers medical office procedures including medical reception, scheduling, written and oral communications, medical forms, filing, medical office management, and medical office bookkeeping. May be offered in a Distance-Learning Format.

MA 173A

Medical Law & Ethics

1.5 units; 1.5 hours Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches legal and ethical medical issues including discussion of real court cases, medical assistant regulations and legal standards for health care workers. May be offered in a Distance-Learning Format.

MA 176

Introduction to Medical Assisting Procedures

3 units; 3 hours Lecture

Prerequisite: MA 70.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches basic clinical skills utilized in outpatient medical settings. Included are vital signs, administration of medications (oral and injectable), and infection control. Theory, including relevant anatomy and physiology, microbiology, and pharmacology, constitutes a major portion of the course work.

MA 176L

Medical Assisting Lab

1 unit; 3 hours Laboratory

Corequisite: MA 176.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Provides practice in clinical procedures including vital signs, hand washing techniques, injections, aseptic procedures, and sterilization procedures.

MA 179A

Diagnostic & Procedural Coding for Medical Facilities

3 units; 2 hours Lecture, 3 hours Laboratory

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches working knowledge of the principles, terms, and conventions of ICD-9-CM coding assignments as applicable to medical facilities. May be offered in a Distance-Learning Format.

MA 179B

Intermediate ICD-9-CM/CPT Coding

3 units; 1 hour Lecture, 6 hours Laboratory

Prerequisite: MA 179A or equivalent skills.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Covers principles, terms, and conventions of ICD-9-CM & CPT coding assignments as applicable to medical facilities using computer software. May be offered in a Distance-Learning Format.

MA 181

Medical Insurance

3 units; 3 hours Lecture

Prerequisite: MA 160 or MA 179A, MA 186.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches theory and application of medical insurance billing and procedures as used in medical facilities. The text uses a correlated workbook with forms and simulated cases for practice in filling out and understanding insurance claim forms.

MA 183C

EKG Complete Skills

2 units; 1 hour Lecture, 3 hours Laboratory

Prerequisite: MA 70, MA 176.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches electrocardiography skills, holter and stress monitoring, and recognition of cardiac irregularities.

MA 184

Health Care Communication & Etiquette

2 units; 2 hours Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Presents skills of professional conduct and interaction for health care settings and job-related social settings. Designed for students in the Medical Assistant and other health care programs. May be offered in a Distance-Learning Format.

MA 185B

Phlebotomy

1 unit; 0.5 hour Lecture, 1.5 hours Laboratory

Prerequisite: MA 70.

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches phlebotomy for allied health students. Students will complete ten successful venipunctures. Course does not satisfy California State Phlebotomy licensing requirements.

MA 186

CPT (Current Procedural Terminology) Coding

2 units; 2 hours Lecture

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches procedural coding for office and out-patient procedures. May be offered in a Distance-Learning Format.

MA 188

Human Pathophysiology

3 units; 3 hours Lecture

Recommended Preparation: BIO 13A; Eligibility for ENGL 100 and READ 100.

Teaches general principles of disease process with emphasis on etiologies and physiological changes in the body caused by disease processes. Reviews diagnostic procedures, preventive measures and current treatment. May be offered in a Distance-Learning Format.

MA 189

Electronic Health Records

1.5 units; 1 hour Lecture, 1.5 hours Laboratory

Recommended Preparation: Eligibility for ENGL 100 and READ 100.

Teaches students to use electronic health records documenting patient encounter from scheduling to recording medical information.