

ALLIED HEALTHCARE ASSISTANT

HLSC 1510. Medical Terminology

3 Credits (3)

The study and understanding of medical terminology as it relates to diseases, their causes and effects, and the terminology used in various medical specialties. This course includes word construction, spelling, comprehension, pronunciation, application and abbreviations.

Learning Outcomes

1. Apply prefixes, suffixes, and combining forms to build medical terms.
2. Identify terms for body regions, planes, cavities and membranes.
3. Select medical terminology names, locations and functions of the major organs of the body systems.
4. Identify the medical terms associated with major disease processes and procedures.
5. Demonstrate correct medical linguistic skills.

HITP 1110. Electronic Health Records

3 Credits (3)

Current electronic health record principles, methods and procedures, and computerized medical record concepts and software applications will be introduced.

Learning Outcomes

1. Define the concept of an electronic health record.
2. Describe key issues related to privacy and security of EHRs.
3. Set up new patients, edit patient information, and export patient lists.
4. Set up new insurance companies.
5. Set up, edit, and print addresses in the physician, employee, pharmacy, and testing facility categories.
6. Add patients and notes to the schedule.
7. Use the Patient Tracker to track and locate a patient with the medical setting.
8. Describe the layout of an electric chart.
9. Create office visit notes. 1
10. Describe how to order lab, imaging, and medical tests.

HITP 1120. Health Information Introduction to Pharmacology

3 Credits (3)

Introduction to the principles of pharmacology, including drug terminology; drug origins, forms, and actions; routes of administration; as well as the use of generic name drugs, trade name drugs and categories of drugs to treat multiple and specific body systems.

Learning Outcomes

1. List and define the major pharmacological drugs and common generics used in healthcare.
2. Distinguish between local, systemic, therapeutic, allergic, and side effects of the drugs.
3. Describe the pharmacological action of common drugs and drug categories used to treat each body system, including usage, dosage, adverse effects, contraindications, indications, and key client education information.
4. Identify basic laws and ethics associated with pharmacological preparation and distribution.
5. Describe the principal mechanisms of actions, usage, dosage, adverse effects, contraindications, indications, and key client education information for drug classifications affecting multiple body

systems, also list several routes of drug administration and describe their advantages and disadvantages.

HITP 2208. Medical Office Procedures

3 Credits (2+2P)

Introduction of current and efficient administrative medical office procedures. The emphasis will be on practical, current strategies for maintaining accurate, organized and compliant documentation.

Prerequisite: HLSC 1510.

Learning Outcomes

1. Identify key medical terminology as it relates to administrative medical office operations.
2. Explain the roles, responsibilities, and professional ethics of an administrative medical assistant in various healthcare setting.
3. Demonstrate effective communication skills with patients, families, proxies and healthcare professionals.
4. Apply accurate updated policy to scheduling techniques, office and records management, and billing procedures in a medical office environment.
5. Apply techniques for efficient patient, office, and administrative workflows to enhance medical office management.
6. Identify medical office technology applications that promote efficient administrative duties and accurate documentation.

HITP 2248. Medical Coding I

3 Credits (2+2P)

Comprehensive overview of the fundamentals, coding conventions, and principles of ICD-10-CM/PCS diagnostic and procedure codes.

Prerequisite: HITP 2228.

Learning Outcomes

1. Identify diagnoses, procedures, services while applying coding manual and regulatory agency guidelines to patient medical records.
2. Identify legalities when managing patient records and reimbursement policies.
3. Analyze and assign accurate diagnostic codes based on a review of patient records.
4. Identify the role of a medical coder in various healthcare settings, including ethical considerations and workplace conduct.
5. Demonstrate proper medical record management techniques.

HITP 2288. Medical Insurance Billing

3 Credits (2+2P)

Comprehensive overview of the insurance concepts and applications required for successfully and accurately completing and submitting insurance claims and reimbursement processes for various insurance carriers, both private and government, will be emphasized.

Prerequisite: HLSC 1510.

Learning Outcomes

1. Comprehend the ramifications of a breach of confidentiality regarding patient information.
2. Follow requirements of different insurance carriers—i.e., HMO's Independent Provider Organizations, Medicare, Medicaid, Workmen's Compensation—in processing patient claims.
3. Process insurance claim form an initial patient visit through receipt of payment from insurance carrier.
4. Match ICD-10 code to appropriate diagnosis.
5. Analyze patient records to construct the insurance claim form and apply the requirements of different insurance carriers to that claim.
6. Classify and explain the various reimbursement systems and how they impact billing.

- Identify issues of fraud and abuse and follow ethical principles by reviewing inpatient and outpatient cases.

MAST 1190. Clinical Skills & Concepts for Medical Assisting I
6 Credits (3+6P)

A core course designed to provide an introduction to the theory, concepts, and skills needed for entry-level medical assisting positions. Content includes basic theory and concepts designed to support safe and effective practice as a medical assistant in ambulatory care settings. Includes a skills laboratory for hands-on practice and 96 hours of supervised clinical in the work environment.

Learning Outcomes

- Apply theoretical knowledge associated with medical assisting in providing basic healthcare services.
- Perform essential clinical skills within the medical assistant scope of practice in ambulatory clinic settings.
- Recognize factors that affect procedures and results, and take appropriate actions with predetermined limits when indicated, including patient compromise or complications.
- Demonstrate professional conduct and interpersonal communication skills with patients, other health care professionals, and with the public.
- Recognize the responsibilities of other health care personnel and interact with them with respect for their jobs and patient care.
- Apply basic scientific principles in learning new techniques and procedures.
- Relate vital sign and laboratory findings to common disease processes.

MAST 2160. Clinical Skills & Concepts for Medical Assisting II
6 Credits (3+6P)

A core course designed to provide the theory, concepts, and skills needed in preparation for entry-level medical assisting positions. Content includes theory and concepts related to specialty areas of healthcare practice, as well as consideration for conditions affecting persons throughout the life span. The course includes a skills laboratory for hands-on practice and 96 hours of supervised clinical in the work environment with specialized populations and procedures in both ambulatory and acute care settings.

Learning Outcomes

- Apply theoretical knowledge associated with medical assisting in providing basic healthcare services.
- Perform essential clinical skills within the medical assistant scope of practice in ambulatory clinic settings where specialized care is given, as well as, acute care settings.
- Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when indicated, including patient compromise or complications.
- Demonstrate professional conduct and interpersonal communication skills with patients, other health care professionals, and with the public.
- Recognize the responsibilities of other health care personnel and interact with them with respect for their jobs and patient care.
- Apply basic scientific principles in learning new techniques and procedures.
- Relate vital sign and laboratory find is to common disease processes.

MAST 2210. Medical Assisting Clinical Procedures II
4 Credits (1)

This course expands on procedures performed in outpatient settings. It includes patient preparation, assisting with physical and specialty exams, office surgeries, and medical emergencies. Students will learn techniques for administering injections, performing ECGs, diagnostic imaging, and rehabilitative modalities. The course also covers pharmacology, medication administration, and drug calculations, diseases, and treatments of major body systems ensuring they are well-equipped for both routine procedures and critical situations in a healthcare environment.

Prerequisite: C- or better HLSC 1510; MATH 1130G; BIOL 1130G or (BIOL 2210, 2210L and BIOL 2225, 2225L); MAST 1190; PHLB 1110; HITP 2208; (HITP 2228); HITP 2248.

Learning Outcomes

- Patient Centered Care and Safety: Perform diagnostic tests, managing patient care, maintaining sterile fields, and proper documentation.
- Evidenced Based Practice, Teamwork and Collaboration, Quality Improvement, and Informatics: Teamwork and Collaboration, Quality Improvement and Informatics: Develop critical thinking, empathy, and effective communication, ensuring they can provide comprehensive care, manage emergencies, and support diverse patient needs in ambulatory settings.
- Patient Centered Care and Safety: Demonstrate medical and surgical asepsis, gain proficiency in medication administration, injections, assisting with exams, minor surgeries and phlebotomy.

MAST 2990. Medical Assistant Practicum
12 Credits (12+12P)

Varies. Consent of Program Director/Instructor required due to clinical compliance requirements.

Prerequisite: NUAS 1110, PHLB 1190, (NUAS 1110 & NUAS 1110L) HLSC 1510, BIOL 1130, BOT 208, HITP 2288, HITP 2248.

Prerequisite/Corequisite: MAST 2999.

Learning Outcomes

- Varies.

PHLB 1190. Phlebotomist Basic
4 Credits (3+3P)

This course provides the latest information, techniques, skills, and equipment for blood and specimen collection based on the standards of the Clinical and Laboratory Standards Institute, Needlestick Prevention Act, Joint Commission 2008 National Patient Safety Goals, OSHA and CDC. An advanced skills Laboratory is included in the course to provide a "hands-on" practice experience and a 30 hour practicum in a supervised work environment collecting blood and specimens on actual patients for Laboratory tests. Attendance is mandatory. Prepares students for employment as a phlebotomist in health care settings. Requires a "C" or better to pass. Upon successful completion of the course, student has the opportunity to test for National Health Career Certification.

Prerequisite/Corequisite: BIOL 1130G or BIOL 2225.

Learning Outcomes

- Demonstrate use of available resources and equipment pertinent to the role of a phlebotomist.
- Employ concepts of medical asepsis and infection control.