

COURSE DESCRIPTIONS

MEDICAL ASSISTANT

MA 2113: Basic Pharmacology with an Overview of Microbiology

Prerequisite: Admission into the Medical Assisting program.

Basic pharmacology as it relates to the drug interaction with each of the body systems and classifications of drugs will be covered. Administration of medications and an overview of microbiology and immunology will also be included. Students will utilize the Internet for research in the course.

Lecture: 3 hours; Ozark Allied Health Fee: \$93.

MA 2123: Medical Office Computer Systems and Insurance

Prerequisite: Admission into the Medical Assisting program.

This course will prepare the medical assistant to work as an administrative medical assistant in a health care facility. Students are introduced to the computerization of the medical office using EMR operational systems. Topics covered will include recording patient and non-patient information, scheduling appointments, posting payments, creating financial reports, producing patient statements and claim forms, filing electronic claims, and working with various types of insurance.

Lecture: 3 hours; Ozark Allied Health Fee: \$93.

MA 2133: Medical Assistant Administrative Practice

Prerequisite: Admission into the Medical Assisting program.

Introduction of medical office administrative procedures. Topics include interpersonal skills, professionalism, written and oral communication, medical records management (paper and electronic), various office filing systems, account receivable and payable procedures, office management practices and patient education.

Lecture: 2 hours, Laboratory: 2 hours; Ozark Malpractice Insurance Fee: \$16; Ozark Allied Health Fee: \$93.

MA 2143: Coding Principles for the Medical Office

Prerequisite: Admission into the Medical Assisting program.

This course introduces the medical assisting student to the concepts of coding medical diagnoses and procedures in the ambulatory health setting. A study of the principles of disease coding using the ICD-10-CM classification system and procedural coding using CPT-4. Areas emphasized during the course include: the purpose of coding, accurate application of coding principles, and methods to assure quality data.

Ozark Allied Health fee: \$93.

MA 2153: Medical Assistant Role in Emergency Preparedness

Prerequisite: Admission into the Medical Assistant program.

This course is designed to train students in the role of the medical assistant during emergency situations and be able to transfer their skills to real world situations. Emphasis will be put on planning and preparation for avoidable emergencies. Students will apply critical thinking skills in a response to stressful scenarios including a variety of environmental disorders, natural disasters and emergency situations. Obtaining CPR and First Aid certification are also included in this course.

Ozark Allied Health fee: \$93.

MA 2213: Medical Laboratory Orientation and Instrumentation

Prerequisite: Admission into the Medical Assisting program.

Co-requisite: MA 2212.

This course is concerned with both the theoretical and practical application of a wide range of clinical laboratory duties performed by the medical assistant. Topics will include hematology, urinalysis, coagulation processes, body chemistry analysis, microbiology, and mathematical and statistical assessments in the clinical setting.

Lecture: 3 hours; Ozark Allied Health Fee: \$93.

MA 2214: Medical Laboratory Orientation and Instrumentation Laboratory

Prerequisite: Admission into the Medical Assisting program.

Co-requisite: MA 2213 Medical Laboratory Orientation and Instrumentation.

Application of the theoretical practices discovered in MA 2212. Topics will include clinical laboratory orientation, safety protocols and requirements, phlebotomy, laboratory procedures and techniques, introduction to laboratory instrumentation (both manual and automated), care of equipment and quality control principles.

Laboratory: 4 hours; Ozark Allied Health Fee: \$124.

MA 2222: Medical Assistant Practice Laboratory

Prerequisite: Admission into the Medical Assisting program.

Co-requisite: MA 2223 Medical Assistant Practice

This course is designed to allow for practice in local health facilities. Students will complete a two-hour laboratory in the simulated lab and will be assigned to area clinics on a weekly basis working under the supervision of clinic personnel and the Medical Assisting Program Director. While at the medical facility students will apply the theories, concepts and procedures covered in MA 2223 Medical Assistant Practice.

Laboratory: 5 hours weekly; Ozark Malpractice Insurance Fee: \$16; Ozark Allied Health Fee: \$62.

MA 2223: Medical Assistant Practice

Prerequisite: Admission into the Medical Assisting program.

Co-requisite: MA 2222 Medical Assistant Practice Laboratory.

Topics covered will include clinical examination room techniques, instrument identification, sterilization procedures, operation and care of electrocardiograph, spirometry, asepsis, sterilization and assisting with minor surgery, physiotherapy, nutrition, child abuse and maltreatment, and specialist assisting.

Ozark Allied Health Fee: \$93.

MA 2233: Legal and Ethical Practices of the Medical Office

Prerequisite: Admission into the Medical Assisting program.

A study of the principles of law as applied to the health field, with special emphasis to the Medical Assistant's role in the ambulatory health setting. Consideration is given to the importance of patient health records as a legal document, HIPAA rules, Patient's Bill of Rights, and Confidentiality guidelines. Students will be able to differentiate between scope of practice and standards of care for medical assistants. The course will also address moral and ethical responsibility in the medical office.

Ozark Allied Health fee: \$93.

MA 2312: Medical Assistant Seminar

Prerequisite: Completion of all other required courses in Medical Assisting curriculum.

Co-requisite: MA 2314 Medical Assisting Practicum.

A seminar following the internship (practicum). Topics discussed will be based on those arising from the student's experiences while on his/her internship. Resume building, successful interview techniques and new employee procedures will also be covered, along with extensive practice for the medical assistant certification examination.

Ozark Allied Health Fee: \$62.

MA 2314: Medical Assisting Practicum

Prerequisite: Completion of all other required courses in Medical Assisting curriculum.

Co-requisite: MA 2312

This course is scheduled at the end of the program for the student to have the opportunity to perform various clinical and administrative procedures under supervision of clinic personnel and the Medical Assisting Practicum Coordinator or Program Director. The student will remain in a medical facility for a period of four weeks (160 hours). Practicum assignments may be made anywhere in Arkansas. Various classroom and lab assignments will be assigned to assess student readiness to sit for the CMA examination. Students must assume the full financial responsibility for this assignment.

Ozark Allied Health fee: \$124.