* Students planning to transfer to a four-year college or university should complete courses specific to the transfer institution of choice. University requirements vary from institution to institution and are subject to change. Therefore, it is important to verify transfer major preparation and general education requirements through consultation with a counselor in either the Counseling Center or Transfer Center. See catalog TRANSFER COURSES INFORMATION section on page 45 for further information.

** The Mathematics Department recommends the MATH 119 be taken as an elective if it is not chosen from Group

MEDICAL ASSISTANT—ADMINISTRATIVE AND CLINICAL

HIGHER EDUCATION CENTER AT NATIONAL CITY

DEAN Christine Perri, Office, M.A., Office 7103B, 619-216-6668
DIRECTOR Deanna Reinacher, MT (ASCP), Ed.M.
FACULTY Luis Osuna, M.D.

GENERAL DESCRIPTION

Designed to respond to the ever-increasing need for well-trained, skilled personnel to fill positions in the allied healthcare industry as medical assistants. Today's healthcare industry demands a higher level of thinking and performance skills than ever before. The medical assistant programs prepare students for careers as administrative medical or clinical assistants or as medical office managers. The administrative medical assistant provides service to patients within the front office environment. The clinical medical assistant provides some administrative services to patients with primary duties in a clinical (back office) environment.

CAREER OPTIONS

The U.S. Bureau of Labor and Statistics has placed medical offices and healthcare facilities among the top ten industries expected to generate the largest number of new jobs. Employment in health services is expected to grow quickly during the coming decades because of the expanding healthcare needs of an aging population. Few fields are as immune to recession as healthcare. Potential employers include, but are not limited to hospitals and doctors' offices, urgent care, outpatient surgery, industrial and sports medicine clinics; insurance companies, skilled nursing facilities, state and federal health agencies, and medical research institutions.

Career options available for the medical assistant and medical office management major. Some require a certificate of achievement and most require an associate in science degree or higher degree: medical assistant—administrative or clinical, medical, office clerk, medical secretary, medical transcriptionist, medical records clerk, medical records coder, medical records technician, registered records administrator, health insurance specialist, health information administrator, medical office manager, quality assurance specialist, and medical interpreter.

DEGREE/CERTIFICATE OPTIONS	MAJOR CODE
Associate in Science Degree: Career/Technical	
Medical Assisting	02314
Medical Office Management	02311
Certificates of Achievement	
Medical Assisting Administrative	02315
Medical Assisting—Clinical	02322
Medical Assisting—Medical Insurance Billing and Coding	02317
Medical Interpreter—Basic (English/Spanish)	02325
Medical Interpreter—Intermediate (English/Spanish)	02326
Medical Office Management—Basic	02312
Medical Office Management—Advanced	02313

Consult with a counselor to develop a Student Education Plan (SEP), which lists the courses necessary to achieve your academic goal.

ASSOCIATE IN SCIENCE DEGREE

⚠ MEDICAL ASSISTING

CAREER TECHNICAL (MAJOR CODE: 02314)

Prepares students to provide medical assisting services in ambulatory health care facilities, including medical offices, clinics and hospitals. Medical Assistants participate in clinical, administrative and medical insurance billing and coding functions. Clinical functions include obtaining vital signs, preparing patients for and assisting with examinations and procedures, administering medications and performing treatments. Clinical functions may also include drawing blood, performing basic laboratory tests, and taking EKGs. Administrative and billing/coding functions include managing records, completing insurance coding, and providing for billing and collecting as well as serving as receptionist, and scheduling appointments.

⚠⚠ Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.

PROGRAM STUDENT LEARNING OUTCOME STATEMENT:

- Student will demonstrate with health professionals and patients proper oral and written communication skills with use of correct business English and medical terminology, including the ability to explain medical office policy and procedure according to mandated regulations and when applying learned business presentation skills.
- Student will analyze and evaluate patient medical records and office documents by demonstrating understanding of related basic anatomy and physiology and use of proper medical terminology and business English when creating correspondence or documenting in the record and/or when in discussion with health professionals and when providing health education to patients.
- Student will apply learned business math skills to demonstrate basic statistical information on office activity and needs.
- Student will apply personal skills, positive attitudes, cultural awareness, professional medical and business ethics, and learned front office practice proficiency with health professionals and patients within the medical setting.
- Student will use learned advanced computer skills, various types of software, and information processing to produce office projects, business communique, and coded health insurance billing documents.

FIRST SEMESTER

MEDOP 20	Health Care Essentials	3
MEDOP 230	Medical Terminology	3
BUS 211	Communication in Business and Industry	3
COMM 174	Interpersonal Communication	3

SECOND SEMESTER

MEDOP 236	Pharmacology for Health Care Professionals	3
MEDOP135	Pathophysiology	3
MEDOP 133	Human Structures and Functions	3
MEDOP 121	Electronic Health Records	2

THIRD SEMESTER

MEDOP 21	Current Procedural Terminology (CPT) Coding	3
MEDOP 44	Medical Insurance Billing	3
MEDOP 22	Int'l Classification of Diseases-Clinical Modification (ICD-CM) Code	3
MEDOP 231	Administrative Medical Assisting Procedures	4

FOURTH SEMESTER

MEDOP 234	Clinical Procedures	4
MEDOP 27	Physician Office Laboratory Procedures	4
MEDOP 45	Medical Assisting Comprehensive Practicum	4
	Total units	**48**

To earn an associate degree, additional general education and graduation requirements must be completed. See page 62.

MEDICAL OFFICE MANAGEMENT

CAREER/TECHNICAL (MAJOR CODE: 02311)

Prepares students with fundamental supervisory and management skills required in various types of healthcare settings.

PROGRAM STUDENT LEARNING OUTCOME STATEMENT:

- Student will evaluate documents required in the administration of a medical office and apply this information to provide an efficient and productive medical office environment.
- Student will work effectively as a member of a team by providing input to the team, actively listening to the input of others, and discussing and integrating this shared input into new ideas.
- Student will manage people of various cultures and backgrounds in an effective and productive manner being sensitive and respectful to their values and traditions.
- Student will research medical office efficiency by identifying, analyzing, and assessing the topic from a variety of sources and apply the information to specific office situations.

Some courses within this program may require additional coursework that must be completed prior to enrollment in these courses. Please consult the individual course listings for prerequisites and any other limitations on enrollment.