

MEDICAL ASSISTANT (MAP)

MAP-123 Administrative Medical Office Procedures (3)

Presents the principles of administration for the medical office including facility and supply management, telephone and appointment techniques, managing records, and medical bookkeeping. Arts & Sciences Elective Code: B

Hours per week: 2.5 lecture, 1.0 lab

Corequisite: Take MAP-502 or MAP-501.

MAP-125 Introduction to Clinical Procedures (2)

Introduces basic patient care skills including infection control techniques, measuring and recording vital signs, and body mechanics. Provides instruction in electrocardiography including psychological and physical preparation of a patient for an ECG, introducing paper set-up and operation of equipment, mounting of tracings and troubleshooting to obtain acceptable tracings. Arts & Sciences Elective Code: B

Hours per week: 1.0 lecture, 2.0 lab

MAP-214 Medical Lab (3)

Provides basic principles and skills in hematology, urinalysis, venipuncture, blood chemical exams, and quality control as applied to the medical office. Arts & Sciences Elective Code: B

Hours per week: 1.5 lecture, 3.0 lab

Prerequisite: Take MAP-123. Take MAP-125. Take HSC-107. Take HSC-115.

MAP-312 Medical Assistant Clinical Procedures (3)

Includes basic clinical skills used in a medical office: preparing for the patient's visit; assisting the physician and patient during examination and treatment, including minor surgery; positioning, microbiology and sterilization; X-rays; physical therapy; nutrition; and administration of injected medications as applied to the medical office. Arts & Sciences Elective Code: B

Hours per week: 1.5 lecture, 3.0 lab

Prerequisite: Take HSC-107. Take HSC-115. Take MAP-123. Take MAP-125.

MAP-402 Medical Law and Ethics (2)

Focuses on the legal and ethical implications of practice in a medical setting. Includes scope of practice, confidentiality, HIPAA privacy and security requirements, legal terms and elements in the delivery of care, ethical guidelines of practice, and legal documentation requirements.

Arts & Sciences Elective Code: B

Hours per week: 2.0 lecture

Prerequisite: Minimum C- in BIO-161.

MAP-403 Basic Medical Office Insurance (2)

Provides a working knowledge of basic medical insurance programs, forms utilized and recordkeeping involved in insurance claims. Applies the principles of diagnostic and procedure coding, and an understanding of a variety of insurance plans, including but not limited to Medicare, group, workers compensation and Tricare. Arts & Sciences Elective Code: B

Hours per week: 2.0 lecture

Pre/corequisite: Take HSC-115.

MAP-502 Math for Medical Assistants (2)

Provides a basic mathematical background for an understanding of measurement systems and the calculation of dosages of oral and parenteral medications for medical assisting. Arts & Sciences Elective Code: B

Hours per week: 2.0 lecture

Corequisite: Take MAP-123.

MAP-513 Medical Assisting Pharmacology (3)

Provides a basic background in the classification of drugs, their sources, uses and legal implications. Discusses characteristics of typical drugs, side effects, precautions, interactions and patient education. Arts & Sciences Elective Code: B

Hours per week: 3.0 lecture

MAP-618 Medical Assisting Externship (7)

Offers supervised practical experience in medical offices, clinics and other medical care settings. Arts & Sciences Elective Code: B; Comments: All Medical Assisting technical courses.

Hours per week: 2.0 lecture, 15.0 clinical

Prerequisite: Take MAP-123. Take MAP-312. Take MAP-125. Take MAP-214. Take MAP-502 or MAP-501. Take MAP-513. Take MAP-402. Take MAP-403.

MAP-924 Honors Project (1)

Allows a qualified honors student to pursue a special concentration of study under the guidance of a faculty member. Requires completion of an honors project contract. May be taken more than once. Arts & Sciences Elective Code: B; Comments: Requires approval of supervising professor and dean

Hours per week: 1.0 lecture