

MEDICAL ASSISTING

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Medical assistants are valuable members of the health care team and are trained to perform both administrative and clinical duties. The medical assisting curriculum is a two-year associate of applied science degree program. This program offers the student a broad foundation in medical assisting skills, including a period of practical experience in a medical facility working under the supervision of clinic personnel and the Medical Assisting Program Director.

Training and education consists of learning experiences in anatomy, physiology, pharmacology, infection control, nutrition, effective communication skills, medical business practices including coding and insurance, medical law and ethics, as well as safety and emergency practices. In essence, a trained medical assistant can be employed in all aspects of an ambulatory health facility.

The Arkansas Tech University Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<https://www.caahep.org>) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
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Students who successfully complete the associate degree program for medical assisting will be eligible to sit for the Certified Medical Assistant examination, CMA (AAMA).

Students who are pursuing a program of study where admission is limited (Cardiac Sonography, Cosmetology, Medical Assisting, Occupational Therapy Assistant, Paramedic/Emergency Medical Services, Physical Therapist Assistant, Practical Nursing and Registered Nursing), will be assigned a major of Associate of General Studies until admitted into their selected program.

Students are advised that the Medical Assisting Program (MA) is strenuous in nature. Students are therefore not allowed to take additional course work that is not directly related to their degree plan while in the MA Program. If a student has completed all general education course requirements prior to entering the program, the student may not have a full load of twelve credit hours or more (which could affect financial aid eligibility). The MA program is very intense and requires approximately 30-36 hours per week of theory /lab/fieldwork. This does not include prep or study time. The hours ascribed to each semester while in the MA Program are considered by the program to be full time.

Programs

- Medical Assisting, Associate of Applied Science (<https://catalog.atu.edu/ozark/programs/medical-assisting/medical-assisting-aas/>)

Courses

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

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

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

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

Co-requisite: MA 2212.
Prerequisite: Admission into the Medical Assisting program.
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

MA 2214 Medical Laboratory Orientation and Instrumentation Laboratory

Co-requisite: MA 2213.

Prerequisite: Admission into the Medical Assisting program.

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

MA 2222 Medical Assistant Practice Laboratory

Co-requisite: MA 2223 This course is designed to allow for practice in local health facilities.

Prerequisite: Admission into the Medical Assisting program.

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. Laboratory: 5 hours weekly; Ozark Malpractice Insurance

MA 2223 Medical Assistant Practice

Co-requisite: MA 2222.

Prerequisite: Admission into the Medical Assisting program.

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

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

Co-requisite: MA 2314.

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

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

MA 2314 Medical Assisting Practicum

Co-requisite: MA 2312.

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

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.