

Medical Assistant

Medical Assistant Degrees and Certificates

- Medical Assistant

Medical Assistant Classes

MA 110: Medical Office I

Beginning skills for use in the business/medical office, including computers, reception, appointment scheduling, office mail, telephone skills, medical filing, medical coding and insurance forms.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For

Restricted Elective

Prerequisites

Acceptance into the Medical Assistant Program or Instructor Permission

MA 111: Body Structure & Function

Study of body structure and function of body systems and related disease commonly associated with each system. Diagnostic and laboratory procedures used for diagnoses are discussed throughout the course.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For

Restricted Elective

MA 112: Pharmacology

Basic concepts of pharmacology, including basic drug categories and use of most commonly prescribed medications in the medical office. Includes a review of math concepts related to medications, dose calculations, administration principles, injection preparations and site choice, and safety practices associated with medication administration.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For

Restricted Elective

Prerequisites

Acceptance into the Medical Assistant Program or Instructor Permission

MA 113: Universal Precautions and Bloodborne Pathogens

Meets requirement of the AIDS Omnibus Bill passed by the Washington state legislature regarding HIV/AIDS education for employees working in a healthcare setting. OSHA's bloodborne pathogens standard concerning universal precautions is emphasized in the healthcare setting as well as with historically marginalized individuals, individuals experiencing homelessness and within substance abuse populations.

Credits 1

Weekly Contact Hours 1

Meets Degree Requirements For

Restricted Elective

MA 115: Clinical Procedures

Introduction to clinical procedures for the medical office, including taking a medical history, exam room preparations, vital signs and measurements, assisting with minor surgery, medical asepsis and infection control, universal precautions for blood and body fluids, principles of rehabilitation and charting.

Credits 7

Weekly Contact Hours 8

Meets Degree Requirements For

Not Intended for Transfer, Typically Numbered Below 100.

Prerequisites

Acceptance into the Medical Assistant Program or Instructor Permission

MA 116: Office Communications

Includes integrated computer applications and development of professional written communication skills for use in the medical office, and principles of consumer relations.

Credits 3

Weekly Contact Hours 3

Meets Degree Requirements For

Restricted Elective

MA 118: Medical Law and Ethics

Study of workplace legalities, including a basic overview of the legal system and legal and ethical considerations for the medical assistant in the medical office. Topics include medical records, management, medical contracts, concepts of health care reform and workplace responsibilities, including confidentiality, informed consent and patient rights.

Credits 2

Weekly Contact Hours 2

Meets Degree Requirements For

Restricted Elective

MA 120: Medical Office II

Develops advanced skill in the use of computer systems for office billing procedures, including established accounts, accounts receivable and accounts payable, payroll inventory control, collections, and purchasing. Explores the basic types of medical insurance, study of claims processing and third-party reimbursement.

Credits 5

Weekly Contact Hours 5

Meets Degree Requirements For

Restricted Elective

Prerequisites

[MA 110](#) or Instructor Permission

MA 125: Clinical Procedures II

Covers the principles of nutrition and dietary modifications as a form of treatment. Develop clinical skills in the following areas: care of cardiac patients (including EKGs), pediatrics, reproductive health, GI, pulmonary, ortho, neuro and EENT.

Credits 7

Weekly Contact Hours 8

Meets Degree Requirements For

Restricted Elective

Prerequisites

Acceptance into the Medical Assistant Program or Instructor Permission

MA 135: Clinical Procedures III

General introduction to the medical laboratory and use of the microscope. Topics of study include principles of safe specimen collection, handling and testing, phlebotomy, introduction to microbiology and hematology with special attention given to CLIA waived testing, urinalysis, principles of safe medication administration, and care of the diabetic patient.

Credits 7

Weekly Contact Hours 8

Meets Degree Requirements For

Restricted Elective

Prerequisites

Acceptance into the Medical Assistant Program or Instructor Permission

MA 260: Practicum/Externship for Health Care Assistant

Application of knowledge and skill in an unpaid experience in a medical office.

Credits 8

Weekly Contact Hours 16

Meets Degree Requirements For

Restricted Elective

Prerequisites

[MA 115](#) and [MA 125](#) and [MA 135](#)

MA 265: Practicum Seminar

Focus is on the externship experience and transitioning from student to professional medical assistant.

Credits 2

Weekly Contact Hours 2

Meets Degree Requirements For

Restricted Elective

Prerequisites

Concurrent Enrollment in [MA 260](#) required