MEDICAL ASSISTING (HC)

HC-101 - Introduction to Medical Assisting (3 cr)
This course is designed to familiarize students with medical assisting. The goal of this course is to lay the foundation and to provide the student with the basic skills to become educated, competent, caring, and compassionate medical assistants. Skills reviewed will include communication, professionalism, attire, and collaboration. Students will learn the role and responsibilities of medical assistants and how the performance of routine clinical and administrative duties ensures the smooth operation of the healthcare facility. Students will learn the types and interrelationships of healthcare facilities, services, and personnel. Exercises will be focused on the development of problem solving, clinical reasoning skills and the development of lifetime learning habits.

HC-105 - Medical Assisting I (4 cr)
This course introduces students to the basic competencies and skills necessary for entry-level medical assisting and provides students with the foundation for assisting physicians in providing optimal patient care. Students learn the role and responsibilities of the medical assistant and how the performance of routine clinical and administrative duties ensures the smooth operation of the health care facility. Topics include the medical assistant profession, the health care team, an overview of the history of medicine, communications, coping skills, and legal and ethical considerations. Additionally, preparation for credentialing and employment strategies are also emphasized. Lecture and lab.
Prerequisite: HC-126

HC-108 - Anatomy and Physiology (3 cr)
This course introduces the student to important concepts related to human diseases. A comprehensive, in-depth study of the human body encompassing basic concepts of cell structure and function. An anatomical and physiological approach to each of the following systems is pursued with medical ramifications where applicable. Cells and tissues, skin, skeletal system, muscular system, central nervous system, nervous system, the sense organs, endocrine system, circulatory system, blood and lymph, respiratory system, digestive system, urinary system. The principles and concepts pertinent to the understanding of pathophysiology are also emphasized. Recommend completing EN-111.
Designation: Natural Science

HC-110 - Medical Assisting II (4 cr)
Medical Assisting II is a continuation of Medical Assisting I with clinical and administrative skills at a more complex level. This course provides students with the clinical skills and competencies necessary for entry-level medical assisting. Topics include medical asepsis, medical history, vital signs and measurements, physical examinations, obstetrics and gynecology, male reproductive system, examinations of body systems, assisting with minor surgery, rehabilitation, nutrition, pharmacology, introduction to HIPPA, emergency and first aid procedures, patient teaching, medication and nutrition. Lecture and lab.
Prerequisite: HC-105 and HC-108

HC-126 - Medical Terminology (3 cr)
This course provides students with an understanding of the terminology used in the health care industry. By examining and identifying prefixes, suffixes and word roots, students practice formation, analysis and reconstruction of diagnostic, surgical, therapeutic, symptomatic, and pathological terms. Emphasis is placed on spelling, definition, pronunciation, and proper usage and enunciation. Student involvement is expected, encouraged, and required. Recommend completing EN-111. DMS students must complete SC-114 and SC-114L as prerequisites and SC-116 and SC-116L as co-requisites.

HC-160 - Emergency Medical Applications (3 cr)
This course introduces students to the basic principles of emergency first aid and cardiopulmonary resuscitation (CPR). The course examines all of the major body systems and the common emergency illnesses and injuries associated with each system. Students learn to identify symptoms and apply the appropriate emergency treatments and stabilization techniques. Topics include patient assessment, airway management, CPR, shock, bleeding, wounds, body area injuries, poisoning, burns, cold and heat emergencies, bone injuries, medical emergencies, emergency childbirth, and first aid skills. The course emphasizes practical application of the skills learned, and leads to CPR certification upon successful and timely completion of requirements.

HC-180 - Medical Coding & Billing for Medical Assisting (4 cr)
This comprehensive, three-part course provides an overview of the historical development of medical nomenclature and classification systems. It introduces the coding of the diseases, medical conditions, and operative procedures, both in the inpatient and outpatient setting to the highest level of specificity. Students learn to research and apply knowledge of insurance rules and regulations, manage bookkeeping and patient accounts, as well as analyze the legal issues impacting the profession.
Prerequisite: HC-126

HC-208 - Pathophysiology (3 cr)
The course, which examines the study of human disease, will enable students to demonstrate an understanding of the etiologies, risk factors, diagnostic criteria, treatment modalities, and potential complications most commonly associated with particular pathophysiological states. Additionally, epidemiological and societal factors which influence disease processes will be presented.
Prerequisite: HC-108 or SC-114
Designation: Natural Science

HC-210 - Clinical Laboratory Procedures (4 cr)
This course covers the basic medical laboratory techniques and introduces students to the concepts and competencies required for conducting hematology, immunology, serology, clinical chemistry, microbiology, and parasitology lab tests. To successfully conduct waivered test analyses of body specimens, students learn the use of standard laboratory equipment and processing methods. Additionally, students learn how to perform safely and effectively in a medical laboratory environment. Lecture and lab.
Prerequisite: HC-105 and HC-108

HC-214 - Medical Office Procedures (4 cr)
This course covers the basic administrative competencies and skills necessary for employment in the medical field and provide students with the foundation for assisting the physician in providing patient care. Topics include creating the facility environment, computer use, telephone techniques, patient scheduling, medical records management, written communications, transcription, and managing facility finances. Recommend completing EN-111.
Prerequisite: HC-180 or HA-140

HC-220 - Pharmacology (3 cr)
This first part of a two-part course serves as a foundation for relevant studies in pharmacology to effectively equip the pharmacy technician and medical assistant with the necessary information to function efficiently in a pharmacy and other medical setting. Students gain an understanding of essential concepts, mechanisms of action, and clinical applications in pharmacology to provide excellent patient care and properly dispense drugs. Students learn common forms and types of drugs, parts of a prescription, enteral and parenteral routes of drug administration, administration techniques, drug dosages, classes of drugs, side effects, drug interactions, units of measure, and metric system nomenclature.
Prerequisite: HC-108 and HC-126

HC-230 - Phlebotomy and Electrocardiography (4 cr)
Students enrolled in this course study the theory and practice of the techniques for obtaining correct blood specimens through venipuncture and performing electrocardiography (EKG). Students develop an understanding of the basic anatomy and physiology of the cardiovascular system, proper collection of specimens for laboratory examination, specimen processing and handling, quality assurance, safety procedures, medico-legal aspects of phlebotomy and effective communication skills. Students also study and perform the proper techniques involved in performing 12-Lead EKG. Lecture and lab.
Prerequisite: HC-105 and HC-108

HC-292 - Medical Assisting Practicum (4 cr)
All Medical Assisting students are required to perform internship duties prior to graduation and upon completion of the in-school portion of their training. Students perform as interns in the capacity of a Medical Assistant for a period of fourteen weeks at the rate of fourteen hours per week. Students have the opportunity to hone the competencies learned in all the required courses. Students are assigned to various clinical specialties within the respective facility and training activities in the particular clinical competency are supervised and evaluated accordingly. They achieve the expected level of clinical competency and administrative proficiency, which enables them to secure employment. Students are evaluated on specific dimensions of work ethic and clinical competency.
Prerequisite: HC-110 and HC-210