

MEDICAL ASSISTANT

Medical assistants support health care providers in offices or clinical settings in a broad range of administrative and clinical skills. Duties might include taking a patient's medical history and vital signs, preparing patients for exams and medical procedures, plus administering select tests or medications as directed by clinicians. Administrative duties may require maintenance of medical records, patient scheduling, knowledge of insurance regulations, as well as basic secretarial and receptionist skills.

<https://www.cocc.edu/programs/medical-assistant/> (<https://www.cocc.edu/programs/medical-assistant/default.aspx>)

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Department: Allied Health
Department Chair: Deborah Malone

Programs

Career and Technical Education

- Medical Assistant - One Year Certificate of Completion (CC1) (<https://catalog.cocc.edu/programs/medical-assistant/medical-assistant-cc1/>)

Courses

MA 110 Introduction to Clinical Medical Assisting (7 Credits)

Prerequisites: AH 114; BI 105; CIS 120 (or computer competency test); choose either (BA 214 or WR 121); and choose either (AH 105 or MTH 105 or a higher math course).

Corequisites: MA 111.

First of two classes that introduce key cognitive, psychomotor and affective competencies related to the clinical responsibilities of the medical assistant as identified by the CAAHEP and the MAERB. Covered concepts include application of standard precautions and infection control, patient preparation and education, performance of vital signs, delivery of oral and parenteral medications, vision screening and application of skills to begin assisting with medical exams and procedures. Math component includes basic skills in preparation for understanding and calculating medication dosage. Body structure, function, pathology, and medical terminology are reviewed in relationship to their impact on various body systems.

MA 111 Introduction to Professional Medical Assisting (5 Credits)

Corequisites: MA 110.

First of two classes that introduce key competencies related to office practices and administrative responsibilities of the medical assistant as defined by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Medical Assisting Educational Review Board (MAERB). Includes concepts related to professionalism, diversity, confidentiality, written and oral communication, application of telephone techniques, legal concepts, introductory scheduling and triage skills, and office safety. See MA 110 for Medical Assisting program prerequisites.

MA 120 Clinical Medical Assisting II (7 Credits)

Prerequisites: MA 110 and MA 111.

Corequisites: MA 121.

Second of two classes covering key cognitive, psychomotor and affective competencies related to clinical responsibilities of the medical assistant as identified by the CAAHEP and the MAERB. Students will expand skills required to assist with diagnostic testing, outpatient procedures, and office-based lab testing. Students will demonstrate greater mastery of concepts such as standard precautions, infection control, medical and surgical asepsis, patient preparation, and delivery of oral and parenteral medications. Math components include basic skill review in preparation for understanding, calculating, and delivering oral and parenteral medications. Body structure, function, pathology, and medical terminology are reviewed in relationship to their impact on various body systems.

MA 121 Administrative Medical Assisting (5 Credits)

Prerequisites: MA 110 and MA 111.

Corequisites: MA 120.

Second of two courses that cover key competencies related to office practices and administrative responsibilities of the medical assistant as identified by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Medical Assisting Educational Review Board (MAERB). Includes concepts related to coding, billing, accounting, insurance, electronic medical records, practice management systems, office management and administrative communication.

MA 137 Application of Professional Medical Assisting (4 Credits)

Prerequisites: MA 110; MA 111; MA 120; MA 121; MA 140; and MA 150.

Corequisites: MA 147.

Final medical assisting lecture and lab class focusing on skills related to specialty practice, office management, national exam passage and job acquisition. Topics include assisting with specialty exams, management tools, and specialty-specific diagnostic procedures and treatments. Students will prepare resumes and practice job interview skills. National exam material is reviewed.

MA 140 Nutrition, CPR and First Aid for Medical Assistants (3 Credits)

Prerequisites with concurrency: MA 110.

This class is designed to cover key competencies for medical assistants related to nutritional interventions and office-based emergencies as identified by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Medical Education Review Board (MAERB). Students have the opportunity to obtain provider level CPR and first aid cards that meet MA program requirements during the course of this class.

MA 147 Medical Assistant Practicum I (5 Credits)

Prerequisites: instructor approval; see MA 137 for prerequisites.

Corequisites: MA 137.

The clinical practicum is a required, supervised, unpaid learning experience, which takes place on site at a prearranged clinical facility. It provides students with the opportunity to perform clearly identified competencies within the clinical setting. Students must have a total of five clinical credits. A minimum of 160 hours in the clinical setting is required. Students must be available during all potential weekday hours indicated in the class schedule to attend practicum as placements become available. Students must be able to provide transportation to sites in Central Oregon. Students must have updated adult/infant/child CPR and First Aid cards as well as updated background checks and immunization required by practicum sites. P/NP grading.

MA 150 Pharmacology for Medical Assistants (3 Credits)

Prerequisites with concurrency: MA110.

This course introduces medical assistant students to the general principles of pharmacology as required by the standards adopted by the American Association of Medical Assistants (AAMA) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Drugs are discussed in the context of drug classes, mechanics of action, disease types and body systems. The goal is to provide medical assistants with sufficient background information so that they will be able to play a key role avoiding dispensing errors, as well as a basic understanding of pharmacologic categories and factors affecting drug kinetics.

MA 188 Special Studies: Medical Assisting (1-4 Credits)

Explores topics of current interest in the discipline.

MA 199 Selected Topics: Medical Assistant (1-4 Credits)

This course is in development.

MA 280 Co-op Work Experience Medical Assisting (1-4 Credits)

Prerequisites: Instructor approval.

Provides experience in which students apply previous classroom learning in an occupational setting. Credits depend on the number of hours worked. P/NP grading.

MA 298 Independent Study: Medical Assisting (1-4 Credits)

Prerequisites: Instructor approval.

Recommended preparation: prior coursework in the discipline. Individualized, advanced study to focus on outcomes not addressed in existing courses or of special interest to a student. P/NP grading.