

# 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, or administering select tests or medications as directed by clinicians. Administrative duties may require maintenance of medical records, patient scheduling, knowledge of insurance regulations, and basic secretarial and receptionist skills.

See the [Medical Assistant page](#) for program and contact information.

## Programs

### Career and Technical Education

#### One-Year Certificate of Completion

- [Medical Assistant - One-Year Certificate of Completion \(CC1\)](#)

#### Career Pathway Certificate of Completion

- [Medical Assistant - Career Pathway Certificate of Completion \(CPC\)](#)

## Courses

#### AH 105 Math for Health Sciences (3 Credits)

**Prerequisites:** MTH 015 (or higher) or minimum placement Math Level 7. Reviews basic mathematical skills required to perform calculations without a calculator. The second portion of the class introduces application of mathematical concepts to solve clinically relevant problems by the student's specific Health Science program(s).

#### AH 108 Clinical Phlebotomy for Medical Assistants (1 Credit)

**Prerequisites:** Department approval.

Introduces basic venipuncture and skin puncture techniques as well as proper specimen-handling procedures. Covers the preparation and training to function as an internal member in the ambulatory clinical lab care setting.

#### AH 115 Cultural Responsiveness in Health Sciences (3 Credits)

**Prerequisites:** WR 121Z or BA 214.

Highlights the impact of cultural differences on both the patient and the caregiver. Examines the major categories of diversity, language, heritage, biases, and stereotypes and how these might impact patient care. Examines how knowledge of diversity issues can be essential to the caregiver in communication and treatment.

#### AH 150 Phlebotomy (5 Credits)

**Recommended to be taken with:** HHP 212A.

Collect and process blood specimens in a simulated technical laboratory setting. Evaluates and assesses students' technical skill, safety, and patient care. Prepares students to sit for National Healthcare Association or National Certified Phlebotomy Technician Certification exam.

#### MA 110 Introduction to Clinical Medical Assisting (7 Credits)

**Prerequisites:** Instructor approval.

Introduces 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 (4 Credits)

Introduces medical assistant key competencies related to office practices and administrative responsibilities defined by the Commission on Accreditation of Allied Health Education Programs and the Medical Assisting Educational Review Board. Includes concepts related to professionalism, diversity, confidentiality, communication, telephone techniques, legal concepts, scheduling, triage skills, and office safety.

#### MA 120 Clinical Medical Assisting II (7 Credits)

**Prerequisites:** MA 110 and MA 111.

**Corequisites:** MA 121.

Covers key medical assistant clinical cognitive, psychomotor, and affective competencies defined by the Commission on Accreditation of Allied Health Education Programs and the Medical Assisting Educational Review Board. Expands skills required to assist with diagnostic testing, outpatient procedures, and office-based lab testing. Increases mastery of standard precautions, infection control, medical and surgical asepsis, patient preparation, delivery of oral and parenteral medications, and patient nutritional needs.

#### 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, 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 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:** MA 110.

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 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. Repeatable for credit. P/NP grading.

**MA 298 Independent Study: Medical Assisting (1-6 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.

**MA 299 Selected Topics: Medical Assistant (1-4 Credits)**

Provides a learning experience in medical assisting not currently available; this course is in development to be proposed as a permanent course.