

MEDICAL ASSISTANT (509)

509-301. Medical Asst Admin Procedures. (2 Credits)

Become familiar with the principles of office management and business administration as applied to the medical office. Learn to schedule appointments, file, maintain records, perform telephone and reception duties, effectively communicate with patients and medical office staff and implement supply inventory processes.

Prerequisites: (501-107 (may be taken concurrently) with a minimum grade of C or 501-307 (may be taken concurrently) with a minimum grade of C) and 509-303 (may be taken concurrently) with a minimum grade of C and 509-304 (may be taken concurrently) with a minimum grade of C
See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=509&num=301>)

509-302. Human Body in Health & Disease. (3 Credits)

Study normal body structure and function as well as the causes, signs and symptoms of diseases of the major body systems, as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases.

Prerequisites: 501-101 (may be taken concurrently) with a minimum grade of C or 501-301 (may be taken concurrently) with a minimum grade of C or (501-150 with a minimum grade of C and 501-151 (may be taken concurrently) with a minimum grade of C)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=509&num=302>)

509-303. Medical Asst Lab Procedures 1. (2 Credits)

Examine the laboratory procedures commonly performed in a medical office setting. Perform routine lab procedures in the ambulatory care setting under the supervision of a physician. Follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing.

Prerequisites: 509-301 (may be taken concurrently) with a minimum grade of C and 509-302 (may be taken concurrently) with a minimum grade of C and 509-304 (may be taken concurrently) with a minimum grade of C

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=509&num=303>)

509-304. Medical Asst Clin Procedures 1. (4 Credits)

Become familiar with the clinical procedures performed in the medical office setting. Explore the basic examining room skills of screening, checking vital signs, taking a patient history, assisting with minor surgery and preparing a patient for routine and specialty exams in an ambulatory care setting.

Prerequisites: 509-303 (may be taken concurrently) with a minimum grade of C and 509-301 (may be taken concurrently) with a minimum grade of C and (501-101 (may be taken concurrently) with a minimum grade of C or 501-301 (may be taken concurrently) with a minimum grade of C or 501-150 (may be taken concurrently) with a minimum grade of C and 501-151 (may be taken concurrently) with a minimum grade of C)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=509&num=304>)

509-305. Medical Asst Lab Procedures 2. (2 Credits)

Perform phlebotomy, immunology, hematology and chemistry laboratory procedures while under the supervision of a physician in an ambulatory care setting.

Prerequisites: (509-303 with a minimum grade of C and 509-306 (may be taken concurrently) with a minimum grade of C and 509-310 (may be taken concurrently) with a minimum grade of C and 509-307 (may be taken concurrently) with a minimum grade of C)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=509&num=305>)

509-306. Medical Asst Clin Procedures 2. (3 Credits)

Learn to provide patient care in the medical office setting, including administering medications, performing an electrocardiogram, assisting with respiratory testing, educating patients and maintaining clinical equipment in an ambulatory care setting.

Prerequisites: (509-304 with a minimum grade of C and 509-305 (may be taken concurrently) with a minimum grade of C and 509-310 (may be taken concurrently) with a minimum grade of C and 509-307 (may be taken concurrently) with a minimum grade of C)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=509&num=306>)

509-307. Med Office Insurance & Finance. (2 Credits)

Become familiar with health insurance and finance topics related to the medical office. Perform bookkeeping procedures, apply managed care guidelines and complete insurance claim forms. Use medical coding and managed care terminology to perform insurance-related duties.

Prerequisites: (501-301 with a minimum grade of C or 501-101 with a minimum grade of C or 501-150 with a minimum grade of C and 501-151 with a minimum grade of C) and 501-107 with a minimum grade of C and 509-302 with a minimum grade of C and 509-305 (may be taken concurrently) with a minimum grade of C and 509-306 (may be taken concurrently) with a minimum grade of C

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=509&num=307>)

509-309. Medical Law, Ethics & Profess. (2 Credits)

Explore the concept of professionalism, and learn how to perform within ethical and legal boundaries in the healthcare setting. Practice maintaining confidentiality, examine legal aspects of medical records, perform risk management procedures, and examine legal and bioethical issues.

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=509&num=309>)

509-310. Medical Assistant Practicum. (3 Credits)

Integrate and apply knowledge and skills from all previous medical assistant courses in actual patient care settings. Perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors in order to effectively transition to the role of a medical assistant.

Prerequisites: (509-305 (may be taken concurrently) with a minimum grade of C and 509-306 (may be taken concurrently) with a minimum grade of C)

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=509&num=310>)

509-440. MA Clin/Lab 2 Skills Workshop. (1.6 Credits)

In this noncredit skills workshop, spend time practicing and refining all medical assisting skills essential to the development of the second semester Clinical and Laboratory Procedure courses. Prepare for the MA Clinical Practicum. You may also be assessed during this workshop. You will have access to all equipment and supplies in the Medical Assistant lab, and the lab will be staffed by program faculty.

Prerequisites: 509-305 (may be taken concurrently) with a minimum grade of C and 509-306 (may be taken concurrently) with a minimum grade of C

See sections of this course (<http://www.wctc.edu/academics/programs-courses/course-search/course-search-listing.php?code=509&num=440>)