

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: Typing 30 WPM/95% accuracy and 501-107 (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 501-150 with a minimum grade of C and 501-151 (may be taken concurrently) with a minimum grade of C) and COMPASS-Reading Skills with a score of 75 or ASSET-Reading Skills with a score of 40 or Accuplacer Reading Comp70 or Next-Gen Accuplacer Reading with a score of 248 or ACT-Reading with a score of 17 or TABE Advanced Reading with a score of 11.0 or TABE-11 A Reading with a score of 617 or COMPASS/ESL - Reading with a score of 90 or TABE-12 A Reading with a score of 617 or Accuplacer ESL Reading with a score of 103 or College Proficiency - Reading and COMPASS-Writing Skills with a score of 59 or 838-105 (may be taken concurrently) with a minimum grade of C or ASSET-Writing Skills with a score of 41 or Accuplacer Sentence Skills82 or Next-Gen Accuplacer Writing with a score of 250 or ACT-English with a score of 17 or TABE Advanced Language with a score of 11.0 or TABE-11 A Language with a score of 631 or TABE-12 A Language with a score of 631 or COMPASS/ESL - Grammar with a score of 90 or College Proficiency - Writing or 831-103 (may be taken concurrently) with a minimum grade of C or Completed Intro College Wrtg or 801-195 with a minimum grade of C or (Accuplacer ESL Language Use with a score of 103 and Accuplacer ESL Sentence Mean with a score of 103) or (High School GPA 2.60 or Higher or GED Language Arts-2014 Series with a score of 165)

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 (COMPASS-Pre-Algebra with a score of 42 or ASSET-Numerical Skills with a score of 38 or ACT-Math with a score of 17 or Accuplacer Arithmetic60 or College Proficiency - Math or Next-Gen Accuplacer Arithmetic with a score of 258 or 854-752 with a minimum grade of B- or High School GPA 2.60 or Higher or 804-169A 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. Med 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. Med 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: Typing 30 WPM/95% accuracy and (501-101 with a minimum grade of C or (501-150 with a minimum grade of C) and 501-107 with a minimum grade of C and 501-151 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.

Prerequisites: (838-105 with a minimum grade of C or 801-136 with a minimum grade of C or ASSET-Reading Skills with a score of 40 or Accuplacer ESL Reading with a score of 90 or Accuplacer Reading Comp70 or ACT-Reading with a score of 17 or COMPASS/ESL - Reading with a score of 90 or COMPASS-Reading Skills with a score of 75 or College Proficiency - Reading or GED Language Arts-2014 Series with a score of 165 or High School GPA 2.60 or Higher or Next-Gen Accuplacer Reading with a score of 248 or TABE Advanced Reading with a score of 11.0 or TABE-11 A Reading with a score of 617 or TABE-12 A Reading with a score of 617) and (831-103 with a minimum grade of C or 801-136 with a minimum grade of C or ACT-English with a score of 17 or Accuplacer Sentence Skills82 or ASSET-Writing Skills with a score of 41 or Completed Intro College Wrtg or COMPASS/ESL - Grammar with a score of 90 or COMPASS-Writing Skills with a score of 59 or College Proficiency - Writing or GED Language Arts-2014 Series with a score of 165 or High School GPA 2.60 or Higher or Next-Gen Accuplacer Writing with a score of 250 or TABE Advanced Language with a score of 11.0 or TABE-11 A Language with a score of 630 or TABE-12 A Language with a score of 631 or Accuplacer ESL Sentence Mean with a score of 103 and Accuplacer ESL Language Use with a score of 103)

Credit for prior learning available (<http://wctc.edu/prior-learning/>)

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>)