

HSC 121 : Medical Assisting Administrative I

Spring

This course focuses on the skills needed for entry level practice as a medical assistant in physicians' offices, outpatient care centers, medical clinics, ambulatory surgical settings and hospitals. The course addresses professional communication concepts, interpersonal skills, critical thinking, documentation, confidentiality and cutting edge technology, such as electronic health records, necessary for the present day medical assistant. HIPAA laws as mandated by the Centers for Medicare and Medicaid Services are integrated throughout the course. In utilizing the classroom setting, this class presents a structured setting to cultivate the administrative skills needed by the medical assistant in the health care arena. Students will have the opportunity to practice skills with supervision in the clinical laboratory in order to achieve competency.

Credits 3

Lecture Hours 2

Lab Hours 1

Prerequisites

HSC 100 Medical Terminology; HSC 130 Basic Anatomy and Physiology, with grade of "C" or better.

Notes

Students must earn a "C" or higher in all HSC courses to advance in the curriculum and to graduate from the Medical Assisting Technology (A.A.S.) program.