

MEDICAL ASSISTANT (509)

Information provided includes course descriptions by subject only. For complete 2018-2019 programs/academic plans, please refer to Academic Programs (<http://catalog.blackhawk.edu/academics>).

509-301 Medical Assistant Admin Procedures

Credits: 2

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies.

Aid Code: 31 - One-year Technical Diploma.

Restrictions: Restricted to students admitted to Medical Assistant Program.

Pre-requisites: (Background Check, P or Background Check, N)

Co-requisites: (501-107 or 103-106) and (509-302 or 806-177) and (509-303) and (509-304) and (501-101) and (801-195 or 801-136)
Complete Course Listing

509-302 Human Body in Health & Disease

Credits: 3

Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize 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.

Aid Code: 31 - One-year Technical Diploma.

Restrictions: Restricted to students admitted to Medical Assistant Program.

Pre-requisites: (Background Check, P or Background Check, N)

Co-requisites: (501-101) and (509-301) and (509-303) and (509-304) and (801-195 or 801-136) and (501-107 or 103-106)
Complete Course Listing

509-303 Medical Asst Lab Procedures 1

Credits: 2

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform CLIA waived routine laboratory procedures commonly performed in the ambulatory care setting. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing.

Aid Code: 31 - One-year Technical Diploma.

Restrictions: Restricted to students admitted to Medical Assistant Program.

Pre-requisites: (Background Check, P or Background Check, N)

Co-requisites: (501-101) and (501-107 or 103-106) and (509-301) and (509-302 or 806-177) and (509-304) and (801-195 or 801-136)
Complete Course Listing

509-304 Medical Asst Clin Procedures 1

Credits: 4

Introduces Medical Assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills including screening, vital signs, patient history, minor surgery and patient preparation for routine and specialty exams in the ambulatory care setting.

Aid Code: 31 - One-year Technical Diploma.

Restrictions: Restricted to students admitted to Medical Assistant Program.

Pre-requisites: (Background Check, P or Background Check, N)

Co-requisites: (501-101) and (501-107 or 103-106) and (509-301) and (509-302 or 806-177) and (509-303) and (801-195 or 801-136)
Complete Course Listing

509-305 Medical Asst Lab Procedures 2

Credits: 2

Prepares students to perform laboratory procedures commonly performed by medical assistants in the ambulatory care setting under the supervision of a physician. Students perform phlebotomy, immunology, hematology and chemistry laboratory procedures.

Aid Code: 31 - One-year Technical Diploma.

Restrictions: Restricted to students admitted to Medical Assistant Program.

Pre-requisites: (501-101) and (801-195 or 801-136) and (501-107 or 103-106) and (509-301) and (509-302 or 806-177) and (509-303) and (509-304)

Co-requisites: (509-306) and (509-307) and (509-308) and (509-309) and (509-310)
Complete Course Listing

509-306 Medical Asst Clin Procedures 2

Credits: 3

Prepares Medical Assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting.

Aid Code: 31 - One-year Technical Diploma.

Restrictions: Restricted to students admitted to Medical Assistant Program.

Pre-requisites: (501-101) and (801-195 or 801-136) and (501-107 or 103-106) and (509-301) and (509-302 or 806-177) and (509-303) and (509-304)

Co-requisites: (509-305) and (509-307) and (509-308) and (509-309) and (509-310)
Complete Course Listing

509-307 Med Office Insurance and Finance

Credits: 2

Introduces Medical Assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties.

Aid Code: 31 - One-year Technical Diploma.

Restrictions: Restricted to students admitted to Medical Assistant Program.

Pre-requisites: (501-101) and (801-195 or 801-136) and (501-107 or 103-106) and (509-301) and (509-302 or 806-177) and (509-303) and (509-304)

Co-requisites: (509-305) and (509-306) and (509-308) and (509-309) and (509-310)

Complete Course Listing

509-308 Pharm for Allied Health

Credits: 2

Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems.

Aid Code: 31 - One-year Technical Diploma.

Restrictions: Restricted to students admitted to Medical Assistant Program.

Pre-requisites: (501-101) and (801-195 or 801-136) and (501-107 or 103-106) and (509-301) and (509-302 or 806-177) and (509-303) and (509-304)

Co-requisites: (509-305) and (509-306) and (509-307) and (509-309) and (509-310)

Complete Course Listing

509-309 Medical Law, Ethics and Professionalism

Credits: 2

Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.

Aid Code: 31 - One-year Technical Diploma.

Restrictions: Restricted to students admitted to Medical Assistant Program.

Pre-requisites: (501-101) and (801-195 or 801-136) and (501-107 or 103-106) and (509-301) and (509-302 or 806-177) and (509-303) and (509-304)

Co-requisites: (509-305) and (509-306) and (509-307) and (509-308) and (509-310)

Complete Course Listing

509-310 Medical Assistant Practicum

Credits: 3

Requires Medical Assistant students to integrate and apply knowledge and skills from all previous Medical Assistant courses in actual patient care settings. Learners perform Medical Assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a Medical Assistant.

Aid Code: 31 - One-year Technical Diploma.

Restrictions: Restricted to students admitted to Medical Assistant Program.

Pre-requisites: (501-101) and (801-195 or 801-136) and (501-107 or 103-106) and (509-301) and (509-302 or 806-177) and (509-303) and (509-304)

Co-requisites: (509-305) and (509-306) and (509-307) and (509-308) and (509-309)

Complete Course Listing