

MEDICAL (MEDPT)

MEDPT-170 MEDICAL INSURANCE 3 Credits

The goal of this class is to provide students with the appropriate skills and knowledge needed to understand the many aspects of medical insurance in a medical setting and to increase efficiency and streamline administrative procedures for one of the most complex tasks of the physician's business, which is insurance coding and billing.

MEDPT-173 MEDICAL TERMINOLOGY 3 Credits

This course provides students with a working knowledge of the language of medicine. This includes combining of roots, prefixes, and suffixes to form medical terms; linking medical terms, anatomy, and physiology in order to effectively communicate in a medical facility.

MEDPT-175 ADMINISTRATIVE MEDICAL ASSISTING I 3 Credits

Medical office personnel responsibilities in administration, financial management, and medical record keeping; plus ethical and legal obligations of the staff in a medical facility. Recommended co-requisite: MEDPT-173.

MEDPT-185 MED ASST PROFESSION & FOUNDATIONS 3 Credits

This course provides students with both an introduction to and survey of the Medical Assistant profession, as well as skills that serve as the foundation to the profession. Course will cover theoretical concepts including (but not limited to) scope of practice, communication, ethics-law, and professionalism, along with introductory foundational skills such as vital signs and medial asepsis. Co/Pre-Requisite of MEDPT-173, with a grade of C or better.

MEDPT-190 DIRECTED STUDY IN MEDICAL 1-6 Credits

MEDPT-191 WORKSHOP IN MEDICAL 1-6 Credits

MEDPT-192 SPECIAL TOPICS IN MEDICAL 1-6 Credits

MEDPT-194 INTERNSHIP IN MEDICAL 1-12 Credits

MEDPT-194A INTERNSHIP IN MEDICAL I 1-6 Credits

Internship in Medical.

MEDPT-194B INTERNSHIP IN MEDICAL II 1-6 Credits

Continuation of MEDPT 194A as a 100-level internship in Medical.

MEDPT-194C INTERNSHIP IN MEDICAL III 1-6 Credits

Continuation of MEDPT 194B as an intermediate 100-level internship in Medical.

MEDPT-194D INTERNSHIP IN MEDICAL IV 1-6 Credits

Continuation of MEDPT 194C as an intermediate to advanced 100-level internship in Medical.

MEDPT-240 PHARMACOLOGY FOR HEALTH PROFESSIONS 3 Credits

Gain the principles of pharmacology for people who are preparing to work in an ambulatory medical care setting. Will include general aspects of pharmacology, mathematics for pharmacology and dosage calculations, medication administration, pharmacology for multisystem application and medications related to body systems. Pre-requisite: MEDPT-173, MTHPT-130, BIOL-175 or BIOL-227 & 228, ENGL 101 all with grade of C or better.

MEDPT-245 PHLEBOTOMY FOR HEALTH PROFESSIONS 2 Credits

Provides knowledge and skills needed to perform phlebotomy procedures commonly used in health care setting and facilities. The fundamentals of blood drawing and testing will be taught utilizing aseptic technique and universal precautions as standard for all procedures. Students will be performing venous and capillary blood withdrawal techniques and will be trained in blood testing that is commonly used in health care facilities. Phlebotomy and laboratory quality control measures will be emphasized throughout this course. Pre-requisite: MEDPT-255 with a grade of 'C' or better.

MEDPT-251 MEDICAL TRANSCRIPTION I 3 Credits

Techniques and transcription procedures for all forms of medical dictation. Recommended Pre-requisites: MEDPT 172, WRPPT 200, GNBPT 222.

MEDPT-252 CLINICAL EXPERIENCE 1-6 Credits

Field experience in local doctor's office or medical facility. This is a variable credit course and will require an advising component prior to enrollment, however, course credits equaling 180 hours will be required in the field. In addition students will be required to meet on campus for lecture, skills review, discussion, paperwork submission, documentation and reporting. Pre-requisite: Must obtain and/or provide proof of CURRENT BLS Healthcare Provider CPR certification PRIOR to field placement, and have permission of instructor.

MEDPT-255 MEDICAL ASSISTING I 5 Credits

Provides basic knowledge and skills needed to perform the job duties of a medical assistant. Provides theory and practice in clinical procedures for the medical assistant student who will work as a member of the health care team in ambulatory settings such as medical offices and clinics. Students must complete and pass all pre-requisite courses with a C or higher to be considered for placement into the Medical Assistant program. Pre-requisites: MEDPT-173, MTHPT-130, BIOL-175 or BIOL-227 & 228, ENGL 101 all with grade of C or better.

MEDPT-259 PATIENT RECORD SYSTEMS 3 Credits

Provides instruction in formatting and maintaining patient financial records in a medical facility. Utilizes a computer software program.

MEDPT-260 MEDICAL ASSISTING II 5 Credits

Provides theory and practice in clinical assisting including specialty exams and procedures, e.g. minor office surgery, diagnostic imaging and electrocardiography, urinalysis, specimen collection and preparation, venipuncture, and medication administration. Students are required to obtain and/or provide proof of CURRENT BLS Healthcare Provider CPR certification PRIOR to the MEDPT-252 Clinical Experience course. Students who have not already obtained said certification must complete requirement concurrently with this course. Pre-requisite: MEDPT-255 with grade of C or better.

MEDPT-261 MEDICAL TRANSCRIPTION II 3 Credits

Continuation of transcription techniques and procedures required for all forms of medical dictation. Recommended pre-requisite: MEDPT 251.

MEDPT-275 MEDICAL CODING 3 Credits

Prepares students for insurance billing in a medical facility. Completion of insurance claim forms and the governing regulations will be covered in-depth. Students will also learn how to code chart notes, radiology, laboratory, and surgical procedures through the use of ICD-10, CPT and HCPCS resources as prepared by the American Medical Association, latest edition. Pre-requisites: MEDPT-173.

MEDPT-285 MEDICAL CODING II 3 Credits

This course is designed to help students master the complexity of medical coding. Using the Current Procedural Terminology (CPT), the Healthcare Common Procedure Coding System (HCPCS), the International Classification of Diseases, Clinical Modification (ICD-10-CM) coding books, students will convert written descriptions of diseases, injuries, and procedures into numeric designations. This course will go into further detail of all coding. Exercises will cover all of the medical specialties, and will deal with the common coding problems encountered in the real medical world environment. Skill emphasis is placed on knowledge of coding theories and practical coding applications. Pre-requisites: MEDPT-173 and MEDPT-275.

MEDPT-288 MEDICAL ASSISTING EXAM REVIEW & PREP 1 Credit

This capstone course is designed to review the complex body of knowledge taught within the Medical Assistant Program in preparation for the national CMA (AAMA) Certification Exam. Students will be able to identify and analyze information in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of the General, Administrative and Clinical knowledge of Medical Assisting. The course will help students by providing practice testing, content outlines, and other tools, to assist in successful completion of the required technical skills assessment in the Medical Assistant Program and to become credentialed as professional Medical Assistants. Pre-requisite: Must have permission of instructor.

MEDPT-290 DIRECTED STUDY IN MEDICAL 1-6 Credits

MEDPT-291 WORKSHOP FOR MEDICAL 1-6 Credits

MEDPT-292 SPECIAL TOPICS IN MEDICAL 1-6 Credits

MEDPT-294 INTERNSHIP IN MEDICAL 1-12 Credits

MEDPT-294A INTERNSHIP IN MEDICAL I 1-6 Credits

Internship in Medical.

MEDPT-294B INTERNSHIP IN MEDICAL II 1-6 Credits

Continuation of MEDPT 294A as a 200-level internship in Medical.

MEDPT-294C INTERNSHIP IN MEDICAL III 1-6 Credits

Continuation of MEDPT 294B as an intermediate 200-level internship in Medical.

MEDPT-294D INTERNSHIP IN MEDICAL IV 1-6 Credits

Continuation of MEDPT 294C as an intermediate to advanced 200-level internship in Medical.