

# MEDICAL ASSISTING PROFESSIONAL (MAP)

## **MAP 1010 | Medical Office Administration**

Lecture Credit: 4

Introduces the administrative duties specifically used in medical offices.

## **MAP 1020 | Medical Office Financial Management**

Lecture Credit: 4

Covers the practical uses of accounts and records with emphasis on accounting principles and analysis for use in a medical office. Introduces outpatient coding with an ultimate goal to present a clear picture of medical procedures and services performed (CPT codes), correlating the diagnosis, symptom, complaint or condition (ICD codes), thus establishing the medical necessity required for third-party reimbursement.

## **MAP 1050 | Pharmacology for Medical Assistants**

Lecture/Lab Credit: 3

Provides an overview of pharmacology language, abbreviations, systems of measurement and conversions. The Controlled Substances Act, prescriptions, forms of medications, patient care applications, drug classifications/interactions, and safety in drug therapy and patient care are presented. Information regarding the measurement of medications, dosage calculations, routes of administration, and commonly prescribed drugs in the medical office is provided.

## **MAP 1083 | Medical Assistant Internship**

Internship Credit: 4

Provides supervised placement in contracted facility for guided experience in application of knowledge and skill acquired in the classroom. The student assists with a variety of business and clinical procedures. Positions are non-paid. Student must have permission by program coordinator to begin internship.

**Prerequisite:** Permission of department chair

## **MAP 2038 | Medical Assisting Laboratory**

Lecture/Lab Credit: 4

Introduces the student to basic routine laboratory skills and techniques for collection, handling, and examination of laboratory specimens often encountered in the ambulatory care setting.

**Prerequisite:** Permission of department chair

## **MAP 2040 | Medical Assisting Clinical Skills**

Lecture/Lab Credit: 4

Provides hands on experience with clinical skills required in medical offices. Delivers theory and skills presentations allowing for students to properly demonstrate techniques for a variety of medical needs.

**Prerequisite:** Permission of department chair

## **MAP 2069 | Review for Medical Assistant National Exam**

Lecture Credit: 1

Prepares the candidate sitting for the National Registration/Certification examination for Medical Assistant through review and practice. These examinations are given with the intent of evaluating the competency of entry-level practitioners in Medical Assisting, supporting quality care in the office or clinic.