

## **MEDICAL ASSISTING PROGRAM OBJECTIVES**

Medical Assistants are multi-skilled health professionals who perform a wide range of roles in physician's offices and other health care settings. Duties may vary, depending on location and size of practice and the physician's specialty; but Medical Assistants typically answer telephones, prepare patients for examination, update and file medical records, fill out insurance forms, handle patient billing and bookkeeping tasks, telephone prescriptions to a pharmacy, schedule appointments, arrange hospital admissions, and purchase supplies and equipment.

Medical Assistants may also take vital signs and medical histories, assist the physician or nurse during patient examinations, collect and prepare laboratory specimens or arrange for laboratory services, perform electrocardiograms, remove sutures, and change dressings.

Medical Assistants are primarily employed in private physician practices, but may also be employed by medical centers, medical specialty clinics, insurance billing agencies, medical transcription agencies, laboratories, and emergency rooms.

Stone Academy's Medical Assisting program fosters the personal and professional growth of each student and aims to develop clinically and administratively competent Medical Assistants to work in various health care settings in the community.

Medical Assisting students are required to submit a medical examination reported by a licensed physician by the end of the fourth week of the program.

Society has recognized the Medical Assistant as being an integral and unique component of the health care industry. With the change in time, society also has become increasingly knowledgeable with regard to quality health care. Stone Academy shares these beliefs and is committed to developing educationally sound and clinically competent Medical Assistant who can contribute to the delivery of quality health care in the community.

**MEDICAL ASSISTING DIPLOMA PROGRAM – DAY AND EVENING ALL CAMPUSES –RESIDENTIAL PROGRAM**

<b>Course Code</b>	<b>Course Name</b>	<b>Credit Hours</b>	<b>Course Contact Hours</b>
MED 100	Medical Terminology	3	45
OAD 102	Microsoft Word	2	45
MED 120	Clinical Procedures I	2	45
PSY 102	Career Success	3	45
ENG 101	English Fundamentals	3	45
MED 104	Medical Office Practice I	2	45
MED 102	Medical Law and Ethics	3	45
MED 210	Pharmacology	3	45
BIO 110	Anatomy and Physiology I	3	45
MED 121	Clinical Procedures II	2	45
MED 106	Medical Office Practice II	2	45
MED 110	Medical Insurance, Billing and Coding	2	45
BIO 111	Anatomy and Physiology II	3	45
MED 205	Electronic Health Records	2	45
MED 122	Clinical Procedures III	2	45
MED 215	Medical Specialty I	2	45
BIO 112	Anatomy and Physiology III	3	45
MED 123	Clinical Procedures IV	2	45
MED 225	Spanish for Healthcare Professionals	3	45
MED 216	Medical Specialty II	2	45
MED 299	Medical Assisting Externship	5	240

54 Credits, 1140 Contact Hours, 1510 Total Hours, 21 Courses, 48 Weeks, 3 Semesters, Days

54 Credits, 21 Courses, 48 Weeks, 3 Semesters, Evenings

\*Courses are composed of both in-class hours and out-of-class homework hours. Estimated Outside Work: approximately 8 hours. Out-of-class work may consist of reading assignments, writing assignments, and projects and are outlined in the syllabi for applicable courses. **Total hours for the program including out-of-class work are 1510.**

**Program Schedule:**

**WEST HAVEN CAMPUS:**

**Day Schedule:** Monday through Thursday from 8:15 a.m. to 2:40 p.m. During externship, students will be in class on Fridays from 8:15 a.m. to 1:15 p.m.

**Evening Schedule:** Monday, Tuesday, and Thursday from 5:00 p.m. to 10:00 p.m. and from Saturday 8:00 a.m. to 4:00 p.m. During Externship, students will be in class one night a week from 5:00 p.m. to 10:00 p.m.

**WATERBURY CAMPUS:**

**Day Schedule:** Monday through Thursday from 9:00 a.m. to 3:05 p.m. During externship, students will be in class on Fridays from 9:00 a.m. to 2:00 p.m.

**Evening Schedule:** Monday, Tuesday and Thursday from 5:00 p.m. to 10:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m. During Externship, students will be in class one night a week from 5:00 p.m. to 10:00 p.m.

**EAST HARTFORD CAMPUS:**

**Day Schedule:** Monday through Thursday from 8:15 a.m. to 2:40 p.m. During externship, students will be in class on Fridays from 8:15 a.m. to 1:15 p.m.

**Evening Schedule:** Monday, Tuesday, and Thursday from 5:00 p.m. to 10:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m. During Externship, students will be in class one night a week from 5:00 p.m. to 10:00 p.m.

**MED 100 – Medical Terminology****3 credits**

This course is designed to familiarize the students with the structure of medical language and provides effective strategies for building and learning medical terms using word parts. An introduction to word parts and human body structure is followed by learning medical terms associated with the individual body systems. The body systems that will be discussed include: skeletal, muscular, cardiovascular, lymphatic, respiratory, digestive, urinary, nervous, eye and ear, integumentary, male and female reproductive, and endocrine.

(Pre-requisite: None)

**OAD 102 – Microsoft Word****2 credits**

This course develops touch keyboarding skills and efficiency using Microsoft Word software. In addition, it acquaints the students with the process of using word processing software to create, edit, format, save, retrieve, and print a variety of documents. Students will learn to use the following features effectively: help, tabs, headers, footers, find and replace, mail merge, and tables. Students then apply their knowledge of functions and commands by completing assignments. (Pre-requisite: None)

**MED 120 – Clinical Procedures I****2 credits**

This course is designed to introduce the student to basic medical clinical procedures. During this course the student gains an understanding of the cycle of infection, medical asepsis, infection control, and the importance of Universal Precautions. The student will also learn how to accurately obtain and record vital signs, height, weight, and patient information. In addition, the student will learn how to establish and maintain an examination room and assist the physician during a physical examination. (Pre-requisite: None)

**PSY 102 – Career Success****3 credits**

This course is designed to increase the student's success in his or her professional and personal life through the discussion of career and life planning skills, personal beliefs, and performance. Topics include values, interests, time management, stress management, goal setting, communication skills, self-esteem, image, motivation, and study skills. Emphasis is placed on helping the student achieve goals that are in harmony with his or her personal vision of success. (Pre-requisite: None)

**ENG 101 – English Fundamentals****3 credits**

This course presents the fundamentals of business communications through the instruction of basic principles of grammar to include the parts of speech, plurals, possessives, and predicate agreement. The correct usage of punctuation is studied to prepare students for written communications. Proofreading and spelling skills are also stressed. (Pre-requisite: None)

**MED 104 – Medical Office Practice I****2 credits**

This course uses a practical approach to train students in administrative medical office procedures. Students gain knowledge in patient scheduling, maintenance of medical records, telephone techniques, and filing. Emphasis is placed on developing administrative skills as well as judgment and independent action and coping with interruptions. (Pre-requisite: MED 100 and OAD 102)

**MED 102 – Medical Law and Ethics****3 credits**

This course introduces the student to law as it relates to the practice of medicine. The topics covered will include medical ethics, medical practice acts, legal responsibilities of the health care professional, professional liability, the civic duties of the health care professional and medical records. Emphasis is placed on actual cases illustrating legal and ethical principles. (Pre-requisite: None)

**MED 210 – Pharmacology****3 credits**

Pharmacology introduces the student to the world of medication therapy. The course covers the nature and properties of drugs such as their classifications, actions, indications, contraindications, precautions, interactions, and adverse reactions. The need for patient awareness and patient education concerning medication therapy is stressed throughout the course. Strong emphasis is also placed on dosage calculation and medication administration. (Pre-requisite: MED 100)

**BIO 110 – Anatomy and Physiology I****3 credits**

This course provides a general introduction to the basis of anatomy and physiology and body organization. In addition, the anatomy and physiology and the diseases, disorders and medications associated with the Integumentary System, the Musculoskeletal System and the Digestive System are covered. (Pre-requisite: MED 100)

**MED 121 – Clinical Procedures II****2 credits**

This course covers more complex procedures routinely performed in the physician's office such as use of the autoclave, minor office surgery, and assisting with specialty examinations such as gynecology, proctology, and pediatrics, including growth and development and childhood immunizations. (Pre-requisite: MED 120)

**MED 106 – Medical Office Practice II****2 credits**

This course uses a practical approach to train students in administrative medical office procedures. Students gain knowledge in patient education, appointment scheduling, manual bookkeeping methods and payroll. Emphasis is placed on developing administrative skills as well as judgment, independent action and coping with interruptions. (Pre-requisite: MED 104)

**MED 110 – Medical Insurance, Billing and Coding****2 credits**

This course introduces the student to the different types of health care coverage, insurance terms, the national coding systems and all of the major health insurance carriers. Students learn to abstract information from patients' records, assign the proper ICD and CPT codes and complete claim forms with the accuracy needed for submissions and acceptance without rejection. In addition, the principles of managed care and its effect on a medical facility are discussed. (Pre-requisite: MED 100)

**BIO 111 – Anatomy and Physiology II****3 credits**

This course provides a study of the Cardiovascular System, Body Fluids (blood and lymph), the Lymphatic System and Respiratory System. Included in the study is the anatomy and physiology of the appropriate body structures, diseases, disorders and medications associated with these systems. Study of the eye and ear including related diagnostic procedures as well as diseases and disorders associated with these structures is provided. (Pre-requisite: BIO 110)

**MED 205 – Electronic Health Records****2 credits**

This course will cover all aspects of an electronic medical record system, including patient registration, scheduling, messaging, order entry, reports, referrals, and the creation of form letters. The student will be able to accurately enter vital signs, medication lists, immunization status, and chief complaints in the electronic medical record. The student will further be able to navigate the patient record and locate specific information within the record.

**(Pre-requisite: MED 100)**

**MED 122 – Clinical Procedures III****2 credits**

Clinical Procedures III introduces students to hematology. The student will learn to collect capillary blood and perform various tests such as hemoglobin, hematocrit and glucose. The student will learn how to collect a specimen for a white blood cell count. The course will also cover how to operate the electrocardiograph (ECG), and properly obtain an adequate ECG strip. In addition, the student will learn spirometry and pulse oximetry. (Pre-requisite: MED 121)

**MED 215 – Medical Specialty I****2 credits**

This course provides two specialty components throughout the eight-week module; each component is split into four-week segments. The first segment is comprised of a general introduction to obstetrics and gynecology; the second segment is comprised of an introduction to pediatric care with a focus on patients with special needs and provides a basic understanding of psychology in relation to a patient's healthcare needs. (Co-requisite: MED 122 and BIO 111)

**BIO 112 – Anatomy and Physiology III****3 credits**

This course provides a study of the Endocrine System, the Urinary System, the Male and Female Reproductive Systems and the Nervous System. Included in the study is the anatomy and physiology of the appropriate body structures, diseases, disorders, conditions and medications associated with these systems. (Pre-requisite: BIO 111)

**MED 123 – Clinical Procedures IV****2 credits**

Clinical Procedures IV introduces the student to venous blood collection methods (vacutainer and butterfly), blood groups and types, and analysis of blood components. The student will perform various tests such as serology tests (ABO and Rh blood typing), mononuclear/monospot, and erythrocyte sedimentation rates (ESR) using the Westergren method. The student will be introduced to basic principles of urinalysis and microbiology including instruction on how to obtain urine and throat cultures. The student will also be instructed how to use a microscope. Laboratory time is integrated to allow newly acquired skillsets to be practiced. (Pre-requisite: MED 122)

**MED 216 – Medical Specialty II****2 credits**

This course provides two specialty components throughout the eight-week module; each component is split into four-week segments. The first segment is comprised of a general introduction to the basis of physical therapy, occupational therapy, chiropractic therapy and body mechanics; the second segment is comprised of an introduction to medical laboratory procedures. (Co-requisites: MED 123 and BIO 112)

**MED 299 – Medical Assisting Externship****5 credits**

The 240-hour externship portion of the Medical Assisting (MA) Externship is an integral part of the curriculum. During this externship, students actively participate within a health care facility, working under supervision, in order to enhance their practical understanding of clinical, laboratory and administrative skills acquired throughout the program. 40 hours of the 240-hour MA Externship is comprised of a series of seminars which are conducted on campus. The seminar series is designed to develop career-planning skills, increase marketability and employability, and prepare students for the mission of seeking employment. Students will create an employment portfolio to include a résumé, letters of recommendation, and a list of references. Emphasis will be placed on acquiring online job-searching skills, preparing an active work history profile and understanding the necessity of keeping pertinent information current. Students will develop interpersonal techniques that are useful during an interview process to foster successful workplace interaction. This program involves an ongoing evaluation of the student's performance. Note: Students are required to pass a 6-hour Standard First Aid exam and a 4-hour professional Cardiopulmonary Resuscitation (CPR) exam prior to entering the MA Externship. (Prerequisite: Student is current on all financial obligations to the school, has completed all courses, and has a cumulative GPA of 2.0.)