

MAST – Medical Assisting

MAST 1010 - Legal and Ethical Concerns in Medical Office
2.000 Credits

Introduces the basic concept of medical assisting and its relationship to the other health fields. Emphasizes medical ethics, legal aspects of medicine, and the medical assistant's role as an agent of the physician. Provides the student with knowledge of medical jurisprudence and the essentials of professional behavior. Topics include introduction to medical assisting; introduction to medical law; physician/patient/assistant relationship; medical office in litigation; as well as ethics, bioethical issues and HIPAA.

MAST 1030 - Pharmacology in the Med Office
4.000 Credits

Prerequisites: MATH 1012

Introduces medication therapy with emphasis on safety; classification of medications; their actions; side effects; medication and food interactions and adverse reactions. Also introduces basic methods of arithmetic used in the administration of medications. Topics include introductory pharmacology; dosage calculation; sources and forms of medications; medication classification; and medication effects on the body systems.

MAST 1060 - Medical Office Procedures
4.000 Credits

Emphasizes essential skills required for the medical practice. Topics include office protocol, time management, appointment scheduling, medical office equipment, medical references, mail services, medical records, and professional communication.

MAST 1080 - Medical Assisting Skills I
4.000 Credits

Prerequisites: ALHS 1011; ALHS 1090

Introduces the skills necessary for assisting the physician with a complete history and physical in all types of medical practices. The course includes skills necessary for sterilizing instruments and equipment and setting up sterile trays. The student also explores the theory and practice of electrocardiography. Topics include infection control and related OSHA guidelines; prepare patients/assist physician with age and gender-specific examinations and diagnostic procedures; vital signs/mensuration; medical office surgical procedures and electrocardiography.

MAST 1090 - Medical Assisting Skills II
4.000 Credits

Prerequisites: ALHS 1011; ALHS 1090

Furthers student knowledge of the more complex activities in a physician's office. Topics include collection/examination of specimens and CLIA regulations/risk management; urinalysis; venipuncture; hematology and chemistry evaluations; advanced reagent testing (Strep Test, HcG etc); administration of medications; medical office emergency procedures and emergency preparedness; respiratory evaluations; principles of IV administration; rehabilitative therapy procedures; principles of radiology safety and maintenance of medication and immunization records.

MAST 1100 - Medical Insurance Management
2.000 Credits

Prerequisites: ALHS 1011; ALHS 1090; BUSN 1100;
COMP 1000; ENGL 1010

Emphasizes essential skills required for the medical practice. Topics include managed care, reimbursement, and coding.

MAST 1110 - Administrative Practice Management
3.000 Credits

Prerequisites: ALHS 1011; ALHS 1090; BUSN 1100;
COMP 1000; ENGL 1010

Emphasizes essential skills required for the medical practice in the areas of computers and medical transcription. Topics include medical transcription/electronic health records; application of computer skills; integration of medical terminology; accounting procedures; and application of software.

MAST 1120 - Human Pathological Conditions in the Medical Office

3.000 Credits

Prerequisites: Regular Status

Provides fundamental information concerning common diseases and disorders of each body system. For each system, the disease or disorder is highlighted including: description, etiology, signs and symptoms, diagnostic procedures, treatment, management, prognosis, and prevention. Topics include introduction to disease and diseases of body systems.

MAST 1170 - Medical Assisting Externship

6.000 Credits

Provides students with an opportunity for in-depth application and reinforcement of principles and techniques in a medical office job setting. This clinical practicum allows the student to become involved in a work setting at a professional level of technical application and requires concentration, practice, and follow-through. Topics include application of classroom knowledge and skills and functioning in the work environment.

MAST 1180 - Medical Assisting Seminar

3.000 Credits

Seminar focuses on job preparation and maintenance skills and review for the certification examination. Topics include letters of application, resumes, completing a job application, job interviews, follow-up letter/call, letters of resignation and review of program competencies for employment and certification.

MAST 1510 - Medical Billing and Coding I

2.000 Credits

Prerequisites: ALHS 1011; ALHS 1090; ENGL 1010

Provides an introduction to medical billing and coding skills with applications of international coding standards for billing of health care services. Topics include International Classification of Diseases, code book formats, guidelines and conventions, and coding techniques.

MAST 1520 - Medical Billing and Coding II

3.000 Credits

Prerequisites: MAST 1510

Continues development of skills and knowledge presented in MAST 1510: Medical Billing and Coding I and provides for patient disease and medical procedure coding for billing purposes by health care facilities. Topics include medical records coding techniques; coding linkage and compliance; third-party reimbursement issues; and ethics in coding including fraud and abuse.

MAST 1530 – Medical Procedural Coding

2.000 Credits

Prerequisites: MAST 1510

Provides the knowledge and skills to apply the coding of procedures for billing purposes using the Physicians Current Procedural Terminology (CPT) manual. Topics include format of CPT manual, CPT manual coding guidelines, and coding using the CPT manual.