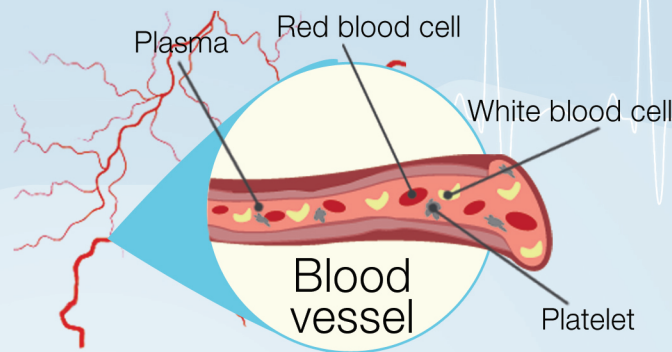


Diploma Program in

# MEDICAL ASSISTANT

8 MONTHS - 36 CREDITS



## Microsoft Technology Applications

**CGS1060** (L)(L)(L)(L)

This is a hands-on course in which you will learn to use a computer to practice four of the most popular programs within the Microsoft Office Suite (Word, Excel, Access, and PowerPoint). You will learn to be an intermediate level user of the Microsoft Office Suite. Microsoft Word is a word processing program with which you can create common business and personal documents. Microsoft Excel is a spreadsheet program that organizes and calculates accounting-type information. Microsoft Access is a database program that organizes large amounts of information in a useful manner. Finally, Microsoft PowerPoint is a presentation graphics program with which you can develop slides to accompany an oral presentation.

## Medical Terminology

**HSC1531** (L)(L)(L)(L)

This course introduces medical elements and their applications to body systems and medical specialties. The student will be introduced to medical terms, including suffixes, roots, prefixes and anatomical terms. The basic body components will also be introduced and associated with the proper terminology. These terms will be applied to common medical specialties.

## Anatomy & Physiology

**BCS1085** (L)(L)(L)(L)

Students are introduced to the structure and function of the human organ systems as an integral part of the medical field. This course is designed to provide a comprehensive understanding of the human body structures and normal functioning of each structural system, as well as what takes place when the body's homeostasis is unbalanced.

(L) = 1 semester credit hour

## Clinical Procedures

**MEA0204** (L)(L)(L)(L)

This course introduces the Medical Assistant student to the general procedures performed in the medical office. Students will learn to take vital signs, medical histories prepare the patients for treatments and explain the treatment and assist physician during general physical examinations. Additional skills include but not limited to suture removal, medication administration and most common physical therapies procedures.

Prerequisites: HSC1531 and BSC1085

## EKG

**MEA1542** (L)(L)(L)(L)

The electrocardiography is a non-invasive test on the heart using an electrical machine that measures the electrical impulses of the heart in tracings. This course teaches the variations in the electrical potential produced by the heart and is used to diagnose irregularities in heart function. This course provides recognition of emergencies in the EKG graph that will alert the physician to determine the need for possible further invasive testing. Students will be trained in performing a 12 leads- EKG, the drugs and side effects affecting EKG.

Prerequisites: MEA 0204

## Phlebotomy

**MEA1245** (L)(L)(L)(L)

The skill of Phlebotomy is taught through didactic, laboratory (mannequins) and hands-on (clinical) experiences. The students are trained to perform a variety of blood collection methods using proper technique and precautions, including but not limited to: vacuum collection devices, syringe and needle, capillary skin puncture for Hematocrit determination, winged needles (butterfly) and other special diagnostic tests such as blood cultures specimen collection for all age categories, bleeding time determination and drug screening.

Prerequisites: MEA0204

## Laboratory Procedures

**MEA1256** (L)(L)(L)(L)

This Course introduces the Medical Assistant student to the most common Physician Office Laboratory Procedures (POL) including proper use of equipment, supplies, asepsis techniques, proper transportation as well preparation/examination of samples, recognizing normal and abnormal lab. Values. Laboratory areas of importance to be taught are: microbiology, hematology, Urinalysis, blood chemistry and Immunology. Special emphasis will be placed on quality control, assurance programs and safety on laboratory mandated by Occupational Safety Health Administration (OSHA) regulations and following proper steps in preventing accidents.

Prerequisites: MEA0204

## Medical Office Procedures

**OST1461** (L)(L)(L)(L)

This course will provide students with skills and knowledge needed to perform entry level administrative duties on Information Management such as use of medical office equipment, computer programs proficiency (medisoft, office hours, EMR software, and others), medical records management, and medical transcription. Students also will learn Front Office Management procedures focused in reception, telecommunication, and appointments skills along with Financial Management basic principles related to Billing, payroll, and banking/accounting procedures.

## Pathophysiology

**MEA1203** (L)(L)(L)(L)

This course emphasizes the fundamentals of the human disease process introducing important pathologic concepts and terminology associated with emphasis in etiology, signs, symptoms, diagnostic procedures, clinical course, treatment and prognosis. This will include the study of the major diseases associated with each body system.

Prerequisites: HSC1531, MEA1245 and BSC1085

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SCHOOL OF ALLIED HEALTH

\*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at, [www.cbt.edu/academics/disclosure](http://www.cbt.edu/academics/disclosure).

# MEDICAL ASSISTANT

*Stats & Fun Facts!*



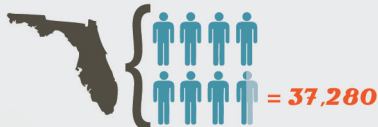
## Program Description

The Medical Assistant is an integral member of the health care delivery team, a vital liaison between the doctor and the patient, and plays an important role in the health industry. Medical Assistants perform administrative and clinical duties. In administrative area, our graduates will be able to schedule and monitor appointments, arrange hospital and outpatient admissions etc. In the clinical area, our graduates will be able to prepare patients for examinations, procedures and treatments, assist with physical examinations, take vital signs, chart patient information, perform electrocardiograms, assist with minor office surgeries, perform venipuncture, collect and prepare specimens, and perform basic laboratory tests.

## Employment Statistics

= **5,000** employment number

California, Texas & Florida were the states with the highest employment numbers in 2011.

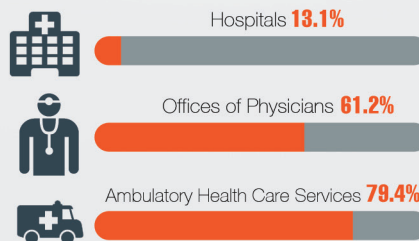


### Projected growth 2010-2020

Compared to the other industries, Medical Assisting Technicians percent change in employment is greater.

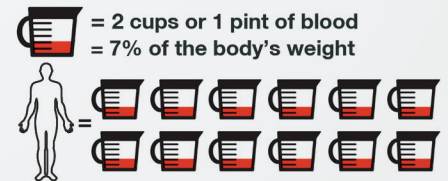


Percentage of employment per industry in 2010:

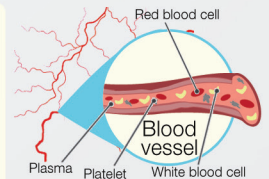


## Fun Facts

An average adult has about **14 to 18 pints of Blood.** 1 pint = 2 cups



The human brain is about **85% water.**



There are **60,000 miles** of blood vessels in the human body

**60,000 miles** = 2.4 trips around the world

## Information Sources

- <http://www.bls.gov/ooh/healthcare/medical-assistants.htm>
- <http://www.bls.gov/oes/current/oes319092.htm>
- [ftp://ftp.bls.gov/pub/special.requests/ep/indocc.matrix/occ\\_xls/occ\\_319092.xls](ftp://ftp.bls.gov/pub/special.requests/ep/indocc.matrix/occ_xls/occ_319092.xls)
- <http://www.bloodbook.com/facts.html>
- <http://odyb.net/medical-science/91-interesting-facts-about-the-anatomy-of-human-bodies/>