

# MEDICAL ASSISTING (MA)

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**MA-122 Medical Ethics (formerly AH-122)****3 Units (LEC 48-54)**

This course examines how laws affect medical professionals, medical offices, patients and the medical assistants who provide care in various industry settings. Students will examine, evaluate and analyze laws related to patient rights, intentional torts, negligence, and malpractice litigation. The course will alert the students of their rights, duties, and legal responsibilities within the context of their function as a member of the allied health care team. (formerly AH 122)

Transfers to CSU only

**MA-772 Administrative Medical Assisting (formerly MA-072)****3 Units (LEC 48-54)**

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, managed care facilities and other medical offices. Training will prepare students to perform basic administrative medical assisting functions; patient appointment scheduling, maintain medical records, basic procedural and diagnostic coding, utilize Allied Health technical supportive services and work as a member of a health care team. (formerly MA 072)

Not transferable

**MA-773 Clinical Medical Assisting (formerly MA-073)****4 Units (LAB 48-54, LEC 48-54)**

This class prepares students for employment in solo-practitioner, multi-physician, outpatient clinics, and other medical offices. Training prepares students to perform clinical medical assisting functions including taking patient histories, recording vital signs, preparing patients for examination, assisting with routine and specialty physical exams and minor office surgery, performing basic lab tests, collecting and preparing lab specimens, authorizing prescription refills as directed, administering medication, taking electrocardiogram, interviewing and documenting patient complaints, and performing CPR and first aid. (formerly MA 073)

Not transferable