

Add a pathway to the Medical Assistant Certificate of Technical Studies (CTS) that prepares students for national certification as Certified Coding Associates (CCA) through the American Health Information Management Association (AHIMA) and Certified Professional Coder at the Apprentice Level (CPC-A) through the American Association of Professional Coders (AAPC).

<b>Medical Assistant, Coding and Insurance Pathway (proposed additional)</b>		<b>SCH (clock)</b>
MAST 1171	Medical Terminology for Medical Assistants (1-0-1)	1 (15)
<b>MAST 1102</b>	<b>Information Management for Medical Assistants (1-3-2)</b>	<b>2 (60)</b>
CSCI 1013	Introduction to Computer Technology* (3-0-3)	3 (45)
MAST 1162	Professionalism in Healthcare (1-3-2)	2 (60)
<b>MAST 1113</b>	<b>Medical Coding I (1-6-3)</b>	<b>3 (105)</b>
MAST 1142	Pharmacology for Medical Assistants (1-3-2)	2 (60)
MAST 1214	Administrative Procedures (2-6-4)	4 (120)
<b>MAST 1123</b>	<b>Medical Coding II (2-6-3)</b>	<b>3 (120)</b>
<b>MAST 1224</b>	<b>Medical Insurance/Billing (3-6-4)</b>	<b>4 (135)</b>
	Totals: Semester Credit Hours (instructional contact hours)	24 (720)

**Proposed Program Outcomes, Coding and Insurance Pathway:**

**Upon successful completion of the program, the graduate will be able to:**

1. Demonstrate the knowledge, skills, and abilities required of generalists in allied health professionals in physician's offices and health clinics.
2. Sit for the national certification exam administered by the American Health Information Management Association (AHIMA) and American Association of Professional Coders (AAPC).
3. Code provider diagnoses and procedures using correct medical, anatomical and physiological terminology.
4. Complete the coding and billing process for timely submission of documentation for insurance companies.

## Course Descriptions

### **MAST 1171                      Medical Terminology for Medical Assistants**

Lecture 1, Lab 0, Credit 1

Covers prefixes, root words, suffixes, spelling, use, and pronunciation of medical terms. Recognition of medical terms is emphasized. Medical abbreviations are included.

Prerequisite: Admission to the Medical Assistant program

Co-requisite: Approval by the Dean for Nursing and Allied Health

### **MAST 1102                      Information Management for Medical Assistants**

Lecture 1, Lab 3, Credit 2

Introduces health care delivery systems and the health information management functions. The student will be introduced to the types of health care delivery organizations and professionals, HIPAA, record content, reimbursement methodology, and the electronic health record use in health care.

Prerequisite: Admission to the Medical Assistant program

Co-requisite: CSCI 1013, MAST 1171, MAST 1162, MAST 1142

### **CSCI 1013 (CSCI 101)            Introduction to Computer Technology**

Lecture 3, Lab 0, Credit 3

Computing applications in various academic disciplines; topics include hardware, software, word processing, spreadsheets, graphics, database, communications, the Internet, current topics, and a brief introduction to computers and their impact on society. This course is not open to students majoring in Computer Science.

Prerequisite: None

Co-requisite: None

### **MAST 1162                      Professionalism in Healthcare**

Lecture 1, Lab 3, Credit 2

Introduces students to the skills, job responsibilities, and desirable attributes necessary to secure employment in the healthcare industry. Career decisions and educational growth are discussed. Selected computer applications skills are utilized. Correct verbal and written use of English is emphasized. The course also introduces the American Medical Association (AMA) principles of medical ethics and the law, Patient's Bill of Rights, confidentiality, medical records, and other medical/legal/ethical issues and responsibilities of the Medical Assistant.

Prerequisite: Admission to the Medical Assistant program

Co-requisite: Approval by the Dean for Nursing and Allied Health

### **MAST 1142                      Pharmacology for Medical Assistants**

Lecture 1, Lab 3, Credit 2

Covers basic knowledge of drug classifications, mathematical computations, and medication administration.

Prerequisite: Admission to the Medical Assistant Program

Co-requisite: Approval by the Dean for Nursing and Allied Health

**MAST 1113                      Medical Coding I**

Lecture 1, Lab 6, Credit 3

Covers the International Classification of Diseases, 10<sup>th</sup> Revision, Clinical Modification (ICD-10-CM) coding and its application in regards to healthcare insurance and billing.

Prerequisite: Admission to the Medical Assistant program

Co-requisite: CSCI 1013, MAST 1171, MAST 1102, MAST 1162, MAST 1142

**MAST 1214                      Administrative Procedures**

Lecture 2, Lab 6, Credit 4

Covers keyboarding principles as well as document construction and processing, with emphasis on utilizing correct techniques, accuracy and speed. The course discusses the components of effective client/staff communication, both verbal and nonverbal. It also covers front office activities (scheduling, insurance, billing, patient/client confidentiality).

Prerequisite: Approval by the Dean for Nursing and Allied Health

Co-requisite: Approval by the Dean for Nursing and Allied Health

**MAST 1123                      Medical Coding II**

Lecture 2, Lab 6, Credit 3

Covers procedure coding in the application of the current version of Healthcare Common Procedure Coding System and Current Procedural Terminology (HCPCS CPT) and includes preparation for the Certified Professional Coder exam.

Prerequisite: CSCI 1013, MAST 1171, MAST 1102, MAST 1142, and MAST 1113 with a grade of "C" or better

Co-requisite: MAST 1214, MAST 1224, and approval by the Dean for Nursing and Allied Health

**MAST 1224                      Medical Insurance and Billing**

Lecture 3, Lab 6, Credit 4

Covers discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases (ICD-10-CM), Healthcare Common Procedure Coding System (HCPCS), and Current Procedural Terminology (CPT). Course includes simulations of medical billing and insurance processing; students may participate in actual billing and insurance processes at selected health care provider companies, if available.

Prerequisite: CSCI 1013, MAST 1171, MAST 1102, MAST 1142, and MAST 1113 with a grade of "C" or better

Co-requisite: MAST 1214, MAST 1123, and approval by the Dean for Nursing and Allied Health