

# MA 111 : INTRODUCTION TO PROFESSIONAL MEDICAL ASSISTING

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## Transcript title

Intro to Prof Med Assist

## Credits

4

## Grading mode

Standard letter grades

## Total contact hours

40

## Lecture hours

40

## Corequisites

MA 110.

## Course Description

Introduces medical assistant key competencies related to office practices and administrative responsibilities defined by the Commission on Accreditation of Allied Health Education Programs and the Medical Assisting Educational Review Board. Includes concepts related to professionalism, diversity, confidentiality, communication, telephone techniques, legal concepts, scheduling, triage skills, and office safety.

## Course learning outcomes

1. Identify components of professional medical assisting role, incorporating relevant legal and regulatory guidelines.
2. Apply principles of environmental safety and emergency planning in a medical setting.
3. Use professional verbal and nonverbal communication.
4. Model accountability, reliability, and respect for diversity.
5. Perform patient education according to principles of education theory.

## Content outline

I. Scope of Practice and Standard of Care II. Professionalism in Medical Assisting III. Legal Concepts IV. Ethics and Personal Ethics V. Bill of Rights and Intro to the Electronic Health Record VI. Communication and Barriers to Communication VI. Documentation and Americans with Disabilities Act VIII. Diversity in Medical Assisting IX. Telephone Communication X. Office Safety and Patient Education Project

## Required materials

Computer and textbook is required.