

HESC120 : Medical Assistant Office Procedures

Introduces the profession of clinical medical assisting including the duties of the medical assistant. Course topics include professionalism, life-long learning, medical law and ethics, multidisciplinary teamwork, safety, and communication. Concepts of accurate medical documentation with regard to patient records and other healthcare documentation are introduced. A review of the Microsoft Word and Excel products as used in Healthcare is provided. 15 classroom lecture hours, 45 laboratory skill practice and skill testing hours, Total – 60 hours

Credits 2

Lab/Clinical/Field Study Hours 3

Lecture Hours 1

Prerequisites

ENGL080, MATH074, and HESC110 with grades of C or better