

# 2023-2024 TTC Catalog - Medical Assisting (MED)

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## **MED 103 - Medical Assisting Introduction**

**Lec:** 3.0 **Lab:** 0 **Credit:** 3.0

### **Course Offered**

Summer

This course introduces the profession of medical assisting, including qualification, duties and the role of the medical assistant. Students are introduced to medical law and ethics as well as management skills for medical office personnel.

Admission to the Medical Assisting Program

**Grade Type:** Letter Grade

**Division:** Health Sciences

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## **MED 122 - Medical Assisting Lab Procedures I**

**Lec:** 1.5 **Lab:** 1.5 **Credit:** 2.0

### **Course Offered**

Fall

This course covers the beginning techniques of laboratory procedures commonly performed in a physician's office and other clinical agencies.

### **Prerequisite**

MED 103

and

Physical examination, major medical insurance, Hepatitis B vaccine series and current CPR certification

**Grade Type:** Letter Grade

**Division:** Health Sciences

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## **MED 125 - Medical Assisting Advanced Laboratory**

**Lec:** 1.5 **Lab:** 1.5 **Credit:** 2.0

### **Course Offered**

Fall

This course provides a continuation of the study of laboratory techniques commonly used in the physician office.

**Prerequisite**

AHS 142

and

MED 122

**Grade Type:** Letter Grade

**Division:** Health Sciences

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## **MED 131 - Administrative Skills of Medical Office I**

**Lec:** 1.5 **Lab:** 1.5 **Credit:** 2.0

**Course Offered**

Summer

This course introduces the student to the environment of the medical office, the use of computers, patient scheduling, medical records management and written communications.

**Grade Type:** Letter Grade

**Division:** Health Sciences

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## **MED 134 - Medical Assisting Financial Management**

**Lec:** 2.0 **Lab:** 0 **Credit:** 2.0

**Course Offered**

Fall

This course is the study of the daily financial practices, insurance coding, billing and collections, and accounting practices in the medical office environment.

**Prerequisite**

MED 131

**Grade Type:** Letter Grade

**Division:** Health Sciences

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## **MED 135 - Medical Office Insurance I**

**Lec:** 1.5 **Lab:** 1.5 **Credit:** 2.0

**Course Offered**

Fall

This course presents an introduction to health insurance concepts and practices commonly encountered in a medical practice, including a review of anatomy and physiology and the most common coding systems.

**Grade Type:** Letter Grade

**Division:** Health Sciences

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**MED 136 - Medical Office Insurance II**

**Lec:** 1.5 **Lab:** 1.5 **Credit:** 2.0

**Course Offered**

Fall

This course presents a continuation of health insurance concepts commonly encountered in medical practice. Principles of managed care plans and common insurance requirements are presented, including instructions for and practice completing forms for the major insurance providers.

**Prerequisite**

MED 131

and

MED 135

**Grade Type:** Letter Grade

**Division:** Health Sciences

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**MED 141 - Medical Office Clinical Skills I**

**Lec:** 1.5 **Lab:** 1.5 **Credit:** 2.0

**Course Offered**

Fall

This course provides instruction in examination room techniques, vital signs, interviewing, assisting with a physical examination, minor surgery and nutrition.

**Grade Type:** Letter Grade

**Division:** Health Sciences

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## **MED 142 - Medical Office Clinical Skills II**

**Lec:** 1.5 **Lab:** 1.5 **Credit:** 2.0

### **Course Offered**

Fall

This course provides a continued study in medical assisting clinical skills with emphasis on pharmacology, dosage calculation and administration, medical specialties and emergencies.

### **Prerequisite**

AHS 121

and

AHS 170

and

MED 141

**Grade Type:** Letter Grade

**Division:** Health Sciences

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## **MED 151 - Medical Assisting Clinical I**

**Lec:** 0.5 **Lab:** 10.5 **Credit:** 4.0

### **Course Offered**

Spring

This course provides practical application of administrative and clinical skills in a physician's office or ambulatory setting with emphasis on the student's transition into the role of entry-level medical assistant while under the supervision of a certified medical assistant or qualified employee. This is a non-paid practicum experience.

### **Prerequisite**

MED 125

and

MED 134

and

MED 136

and

MED 142

and

current CPR certification

**Grade Type:** Letter Grade

**Division:** Health Sciences

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## **MED 152 - Medical Assisting Clinical II**

**Lec:** 0.5 **Lab:** 10.5 **Credit:** 4.0

### **Course Offered**

Spring

This course provides a continuation of practical application of administrative and clinical skills in a physician's office or ambulatory setting, allowing students to build on knowledge and skills and to apply them in a setting different from that of their previous clinical experience. This is a non-paid practicum experience.

### **Prerequisite**

MED 151

**Grade Type:** Letter Grade

**Division:** Health Sciences

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