MAST-MEDICAL ASSISTANT

MAST 1112. Electrocardiogram Technician Basic
4 Credits (3+2P)
Prepares students for employment as an Electrocardiogram Technician. Includes basic theory of the cardiovascular system, cardiac rhythm interpretation, 12 lead ECG lead placement, and ECG equipment trouble shooting. The course includes an advanced skills laboratory for "hands-on" practice and 16 hours of supervised clinical in the work environment assisting with ECG testing. Attendance is mandatory. Course requires a grade of "C" or better to pass. Upon successful completion of course, student has the opportunity to test for National Healthcareer Certification.

Learning Outcomes

1. Perform ECG's, including patient preparation, electrode placement, recording ECG's, mounting upload of ECG to patient's chart.
2. Calculate a patient's heart rate and identify the heart rhythm from an ECG tracing.
3. Identify artifacts; waveform elements of the cardiac cycle, including variances related to ischemia, injury or infarction; as well as, major classifications of arrhythmias.
4. Prepare and monitor patient's for Holter monitoring and telemetry.
5. Prepare, conduct and monitor patients during stress testing.
6. Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when indicated, including patient compromise or complications.
7. Demonstrate professional conduct and interpersonal communication skills with patients, other health care professionals, and with the public.
8. Recognize the responsibilities of other health care personnel and interact with them with respect for their jobs and patient care.
9. Apply basic scientific principles in learning new techniques and procedures. 1
10. Relate electrocardiogram findings to common disease processes.

MAST 1190. Clinical Skills & Concepts for Medical Assisting I
6 Credits (3+6P)
A core course designed to provide an introduction to the theory, concepts, and skills needed for entry-level medical assisting positions. Content includes basic theory and concepts designed to support safe and effective practice as a medical assistant in ambulatory care settings. Includes a skills laboratory for hands-on practice and 96 hours of supervised clinical in the work environment.

Learning Outcomes

1. Apply theoretical knowledge associated with medical assisting in providing basic healthcare services.
2. Perform essential clinical skills within the medical assistant scope of practice in ambulatory clinic settings.
3. Recognize factors that affect procedures and results, and take appropriate actions with predetermined limits when indicated, including patient compromise or complications.
4. Demonstrate professional conduct and interpersonal communication skills with patients, other health care professionals, and with the public.
5. Recognize the responsibilities of other health care personnel and interact with them with respect for their jobs and patient care.
6. Apply basic scientific principles in learning new techniques and procedures.
7. Relate vital sign and laboratory findings to common disease processes.

MAST 1540. Medical Assistant Administrative Skills
4 Credits (2+4P)
Administrative topics include office technology, oral and written communications, new patient registration, appointment scheduling, application of HIPAA rules, handling of medical records, daily operations, self-awareness and patient orientation to office policies.

Learning Outcomes

1. Identify critical elements of an emergency plan for response to a natural disaster or other emergency.
2. Coach patients regarding office policies.
3. Demonstrate professional telephone techniques.
4. Using technology, compose clear and correct correspondence.
5. Manage appointment schedule using established priorities.
6. Schedule a patient procedure.
7. Input patient data using an electronic system.
8. Apply HIPAA rules in regard to privacy.
9. Document patient care accurately in the medical record. 1
10. Demonstrate critical thinking skills, empathy for patients' concerns, active listening, and self-awareness.

MAST 2160. Clinical Skills & Concepts for Medical Assisting II
6 Credits (3+6P)
A core course designed to provide the theory, concepts, and skills needed in preparation for entry-level medical assisting positions. Content includes theory and concepts related to specialty areas of healthcare practice, as well as consideration for conditions affecting persons throughout the life span. The course includes a skills laboratory for hands-on practice and 96 hours of supervised clinical in the work environment with specialized populations and procedures in both ambulatory and acute care settings.

Learning Outcomes

1. Apply theoretical knowledge associated with medical assisting in providing basic healthcare services.
2. Perform essential clinical skills within the medical assistant scope of practice in ambulatory clinic settings where specialized care is given, as well as, acute care settings.
3. Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when indicated, including patient compromise or complications.
4. Demonstrate professional conduct and interpersonal communication skills with patients, other health care professionals, and with the public.
5. Recognize the responsibilities of other health care personnel and interact with them with respect for their jobs and patient care.
6. Apply basic scientific principles in learning new techniques and procedures.
7. Relate vital sign and laboratory find is to common disease processes.

MAST 2210. Medical Assisting Clinical Procedures II
4 Credits (1)
This course expands on procedures performed in outpatient settings. It includes patient preparation, assisting with physical and specialty exams, office surgeries, and medical emergencies. Students will learn techniques for administering injections, performing ECGs, diagnostic imaging, and rehabilitative modalities. The course also covers pharmacology, medication administration, and drug calculations, diseases, and

treatments of major body systems ensuring they are well-equipped for both routine procedures and critical situations in a healthcare environment.
Prerequisite: C- or better HLSC 1510; MATH 1130G; BIOL 1130G or (BIOL 2210, 2210L and BIOL 2225, 2225L); MAST 1190; PHLB 1110; HITP 2208; (HITP 2228); HITP 2248.

Learning Outcomes

1. Patient Centered Care and Safety: Perform diagnostic tests, managing patient care, maintaining sterile fields, and proper documentation.
2. Evidenced Based Practice, Teamwork and Collaboration, Quality Improvement, and Informatics: Teamwork and Collaboration, Quality Improvement and Informatics: Develop critical thinking, empathy, and effective communication, ensuring they can provide comprehensive care, manage emergencies, and support diverse patient needs in ambulatory settings.
3. Patient Centered Care and Safety: Demonstrate medical and surgical asepsis, gain proficiency in medication administration, injections, assisting with exams, minor surgeries and phlebotomy.

MAST 2990. Medical Assistant Practicum
12 Credits (12+12P)
Varies. Consent of Program Director/Instructor required due to clinical compliance requirements.
Prerequisite: NUAS 1110, PHLB 1190, (NUAS 1110 & NUAS 1110L) HLSC 1510, BIOL 1130, BOT 208, HITP 2288, HITP 2248.
Prerequisite/Corequisite: MAST 2999.

Learning Outcomes

1. Varies.

MAST 2999. Medical Assistant Capstone
6 Credits (6)
This course provides the student with entry-level theory and limited "hands-on" training in basic and routine clinical office tasks. The course will equip the Medical Assistant (MA) student with the competencies required to perform in a medical office under the direct supervision of a physician. The graduate will be able to assist the physician with physical exams, ECGs, phlebotomy, and minor surgical procedures.
Prerequisite: MAST 1112, PHLB 1190, NA 114, HLSC 1510, BIOL 1130, HITP 2248.

Learning Outcomes

1. Choose patient care initiatives that are based on respect for patient preferences, values, and needs.
2. Evaluate ones own ability to function as a medical assistant effectively within the inter-professional team.
3. Demonstrate current evidenced based practice methods that are integrated with patient/family preferences for delivery of optimal health care.
4. Formulate a plan to use data to monitor patient outcomes of care process.
5. Apply strategies to minimize risk of harm to patients and the health care team.
6. Apply information and technology to assist with providing patient care and support sound decision making.