

# MEDICAL OFFICE (MED)

## MED 100: Intro to Healthcare Careers (2)

This course is designed to give students an opportunity to research career path options and learn about a variety of careers in healthcare. Students will learn the educational requirements and physical and professional demands of the various careers through research and from the perspective of practicing professionals

**Terms Typically Offered:** Fall

## MED 111: Medical Terminology I (3)

The first course in a two-course sequence designed to introduce students to medical terminology through the study of medical word roots, prefixes, and suffixes within the context of body systems. Students will also learn abbreviations as well as pathology and procedure terminology within the context of body systems. Focus is placed on constructing words and defining words given the word elements

**Terms Typically Offered:** Fall, Winter, Summer

## MED 112: Medical Terminology II (3)

Medical Terminology II is the second course in a two-course sequence designed to introduce students to medical terminology through the study of medical word roots, prefixes, and suffixes within the context of body systems. Students will also learn abbreviations as well as pathology and procedure terminology within the context of body systems. Focus is placed on constructing words and defining words given the word elements.

**Registration-Enforced Prerequisite:** MED 111 with a grade of C or better.

**Terms Typically Offered:** (Teach out only 2025-2026)

## MED 117: AP and Pharmacology for MAs (4)

This course integrates pharmacology and anatomy/physiology for medical assistants, covering drug administration principles and the roles of medical assistants in safe medication delivery. Emphasizing various drug classifications—vitamins; minerals; herbs; and medications for the skin, nervous, urinary, gastrointestinal, musculoskeletal, reproductive, cardiovascular, and respiratory systems. Simultaneously, students explore anatomy and physiology while understanding the pathophysiology of drug actions. This dual-focused approach prepares medical assistants for versatile and competent roles in healthcare settings.

**Registration-Enforced Corequisite:** MED 120, MED 112.

**Registration-Enforced Prerequisite:** MED 111.

**Terms Typically Offered:** Winter

## MED 120: Clinical Procedures I (3)

This course will help the students in the medical assisting program develop communication and technical skills used in a medical office setting.

**Registration-Enforced Corequisite:** MED 112, MED 117.

**Registration-Enforced Prerequisite:** MED 111, MED 220.

**Terms Typically Offered:** Winter

## MED 122: Clinical Procedures II (3)

This course will assist students in the medical assisting program with ongoing and continued development of communication and technical skills used in a medical office setting.

**Registration-Enforced Corequisite:** MED 125.

**Registration-Enforced Prerequisite:** MED 120, MED 221.

**Terms Typically Offered:** Spring

## MED 125: Medical Assistant Practicum I (4)

This course provides students in the medical assisting program opportunities to practice direct interaction with patients and support office functions in a medical setting.

**Registration-Enforced Corequisite:** MED 122.

**Registration-Enforced Prerequisite:** MED 120, MED 221.

**Terms Typically Offered:** Spring

## MED 126: Medical Assistant Practicum II (6)

This practicum course provides opportunities for students in the medical assisting program to practice direct care to patients, perform and assist with clinical skills, and support office functions in a medical setting.

**Instructor-Enforced Prerequisite:** MED 122, MED 125.

**Terms Typically Offered:** Summer

## MED 140: Electronic Health Records (3)

This course reinforces theoretical concepts with hands-on exercises using electronic health records that simulate real-world situations in the clinical setting. The course covers exam notes, prescriptions, lab orders and results, as well as the history, theory, and potential benefits of electronic health records.

**Prerequisite:** CIS 120 and MED 220 or instructor approval.

**Terms Typically Offered:** Winter

## MED 199A: Medical Coding Phys Office (3)

## MED 199B: Anat Phys For Medical Asst (3)

## MED 220: Medical Office Procedures I (3)

The course is an introductory course in current office procedures. Subjects taught include the medical office environment, current practices and problems, medical ethics and law, and patient relations and communications.

**Registration-Enforced Prerequisite/Corequisite:** MED 111.

**Terms Typically Offered:** Fall

## MED 221: Medical Office Procedures II (3)

This is an intermediate course in medical office procedures. Students are exposed to a variety of subjects, all of which pertain to medical assisting: medical records, drug and prescription records, health care reimbursement issues and regulations, and coding.

**Registration-Enforced Prerequisite:** MED 220 with a grade of C or better.

**Terms Typically Offered:** Winter

## MED 230: Health Insurance Concepts (3)

This course is designed to give students a good working knowledge of health insurance for medical offices and clinics, i.e., non-hospital settings. Topics include the CMS-1500 and the rules and regulations governing Medicare, Medicaid, Workers' Compensation, Blue Cross Blue Shield, and managed care programs.

**Registration-Enforced Prerequisite:** MED 111 with a grade of C or better.

**Terms Typically Offered:** Winter

## MED 231: Hlth Care Reimburs-Collections (3)

This course provides students with a working knowledge healthcare reimbursement, accounting and collection processes for medical offices and clinics. Students will be presented with how to file insurance claims and what to do after the insurance. These topics include how to request an appeal or review, managing the accounts receivable and how to collect the balance due from the patient. Included is the importance of compliance and HIPAA regulations.

**Registration-Enforced Prerequisite:** MED 230.

**Terms Typically Offered:** Spring

**MED 260: Medical Document Processing (3)**

This course is a beginning medical transcription course. The types of reports and medical specialties will vary. Students will be required to use correct punctuation and spelling in documents. Students will begin using a variety of medical reference books.

**Registration-Enforced Prerequisite/Corequisite:** MED 112 with a grade of C or better.

**Terms Typically Offered:** Winter