

## **MEDICAL (BTS DIVISION)**

**MEDPT-172 MEDICAL TERMINOLOGY (4 cr.)** This course provides students with a working knowledge of the language of medicine. This includes combining of roots, prefixes, and suffixes to form medical terms; linking medical terms, anatomy, and physiology to the office processes encountered in a medical facility.

**MEDPT-175 ADMINISTRATIVE MEDICAL ASSISTING I (3 cr.)** Medical office personnel responsibilities in administration, financial management, and medical record keeping; plus ethical and legal obligations of the staff in a medical facility. Recommended co-requisite: MEDPT 172.

**MEDPT-190 DIRECTED STUDY IN MEDICAL (1-6 cr.)**

**MEDPT-191 WORKSHOP IN MEDICAL (1-6 cr.)**

**MEDPT-192 SPECIAL TOPICS IN MEDICAL (1-6 cr.)**

**MEDPT-194 INTERNSHIP IN MEDICAL (1-12 cr.)**

**MEDPT-240 PHARMACOLOGY FOR THE MEDICAL ASSISTANT (3 cr.)** Master the principles of pharmacology for people who are preparing to work in an ambulatory medical care setting. Will include general aspects of pharmacology, mathematics for pharmacology and dosage calculations, medication administration, pharmacology for multisystem application and medications related to body systems. Pre-requisites: MEDPT 172.

**MEDPT-250 CLINICAL MEDICAL ASSISTING I (3 cr.)** Provides a basic knowledge and skills needed to perform the job duties of a medical assistant. Provides theory and practice in clinical procedures for the medical assistant student who will work as a member of the health care team in ambulatory setting such as medical offices and clinics. Pre-requisites: GNBPT 122, MEDPT 172, BIOL 252, and current certification in CPR for healthcare providers.

**MEDPT-251 MEDICAL TRANSCRIPTION I (3 cr.)** Techniques and transcription procedures for all forms of medical dictation. Recommended Pre-requisites: MEDPT 172, WRPPT 200, GNBPT 222.

**MEDPT-252 CLINICAL EXPERIENCE (1-6 cr.)** Field experience in local doctor's office or medical facility. Course may be repeated for total of 12 credits; however, individual program limitations may apply. Pre-requisite: permission of instructor.

**MEDPT-258 COMPUTER APPS FOR A MEDICAL OFFICE (1 cr.)** Hands-on computer applications for medical and financial records in medical facility. Pre-requisites: CITPT 110 AND MEDPT 172 OR permission of instructor.

**MEDPT-259 PATIENT RECORD SYSTEMS (3 cr.)** Provides instruction in formatting and maintaining patient financial records in a medical facility. Utilizes a computer software program.

**MEDPT-260 CLINICAL MEDICAL ASSISTING II (4 cr.)** Provides theory and practice in clinical assisting including specialty exams and procedures, i.e. radiology and diagnostic imaging, electrocardiography, urinalysis, specimen collection and preparation, venipuncture, and medication administration. Pre-requisite: MEDPT 250.

**MEDPT-261 MEDICAL TRANSCRIPTION II (3 cr.)** Continuation of transcription techniques and procedures required for all forms of medical dictation. Recommended prerequisite: MEDPT 251

**MEDPT-275 MEDICAL OFFICE ICD9/CPT CODING (3 cr.)** Prepares students for insurance billing in a medical office. Completion of insurance claim forms and the governing regulations will be covered in-depth. Students will also learn how to code fee slips, chart notes, and operative reports through the use of ICD-9 books for diagnostic coding and Current Procedural Terminology coding books as prepared by the American Medical Association, latest edition. Pre-requisites: MEDPT 172.

**MEDPT-290 DIRECTED STUDY IN MEDICAL (1-6 cr.)**

**MEDPT-291 WORKSHOP FOR MEDICAL (1-6 cr.)**

**MEDPT-292 SPECIAL TOPICS IN MEDICAL (1-6 cr.)**

**MEDPT-294 INTERNSHIP IN MEDICAL (1-12 cr.)**

**MEDPT-296 COOPERATIVE EDUCATION IN OFFICE AUTOMATION (1-6 cr.)**

**MEDPT-390 DIRECTED STUDY IN MEDICAL (1-6 cr.)**

**MEDPT-391 WORKSHOP IN MEDICAL (1-6 cr.)**

**MEDPT-392 SPECIAL TOPICS IN MEDICAL (1-6 cr.)**

**MEDPT-394 INTERNSHIP IN MEDICAL (1-12 cr.)**

**MEDPT-490 DIRECTED STUDY IN MEDICAL (1-6 cr.)**

**MEDPT-491 WORKSHOP IN MEDICAL (1-6 cr.)**

**MEDPT-492 SPECIAL TOPICS IN MEDICAL (1-6 cr.)**

**MEDPT-494 INTERNSHIP IN MEDICAL (1-12 cr.)**

**MEDPT-496 COOPERATIVE EDUCATION IN OFFICE AUTOMATION (1-6 cr.)**