

TEXAS HEALTH SCHOOL - (713)932-9333

Length: DAY or EVENING - 32 Weeks (8 months)
 Total Hours: 800
 Total Credits: 52 Quarter Credits

Objective: The Medical Assistant Program is designed to provide the students with clinical and administrative skills, which will enable them to perform both front and back office procedures in medical offices. The administrative skills students will learn include: medical ethical issues, medical codes, how to deal with a variety of patients, schedule appointments, complete insurance forms, patient billing, and electronic medical records. The MA students will learn how to perform the following clinical skills: Setup an examination room and assist with general examinations, take vital signs, injections, capillary punctures, venipunctures, perform and evaluate routine laboratory tests. Students will learn how to use these skills and procedures via classroom and clinical hands-on training.

Employment Opportunities: The Medical Assistant graduates will be qualified for entry-level employment in medical offices, various hospital departments, and health-care clinics. They can seek post graduate employment positions as a medical assistant, patient care assistant, patient care technician, medical office receptionist and administrative health assistant. Additionally, with the Nurse Aide certification, they may also find entry-level employment in hospitals, nursing homes, assisted living facilities, home health agencies, state schools and institutions.

PROGRAM OUTLINE

Subject Number		Lecture	Lab	Extern	Academic Quarter Credits
AP-101B	Anatomy & Physiology	80			8.0
MA-101B	Master Student Study Skills	20			2.0
EM-100B	Employment Preparation	05	15		1.0
HC-100B	Patient Healthcare Applications	10	50		3.5
MA-103B	Psychology of Human Relations	30			3.0
MA-105B	Medical Terminology	60			6.0
MA-108B	Introduction to Medical Billing & Coding	15	15		2.0
MA-208B	Applied Applications of Medical Billing & Coding	15	15		2.0
MA-202B	Medical Office Procedures	10	20		2.0
MA-300B	Pharmacology	30			3.0
MA-301B	Hematological Procedures	10	50		3.5
MA-401B	Clinical Laboratory Procedures	10	50		3.5
MA-501B	Medical Laboratory Procedures	10	50		3.5
MA-502B	Specialty Medical Procedures	10	20		2.0
MA-600	Certification Prep		20		1.0
MA-601B	Medical Assistant Externship			180	6.0
Total Clock Hours 800		315	305	180	52.0

MEDICAL ASSISTANT