

MEDICAL ASSISTANT (509)

Information provided includes course descriptions by subject only. For complete 2024-2025 programs/academic plans, please refer to Academic Programs (<http://catalog.blackhawk.edu/academics/>).

509-301 Medical Assistant Admin Procedures

Credits: 1-2

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies.

Aid Code: 31 - undefined.

Restrictions: Restricted to students admitted to Program.

Pre-requisites: (Background Check, P or Background Check, N) and Next Gen AccuPlacer Arithmetic, 237 and Next Gen AccuPlacer Reading, 250 and Next Gen AccuPlacer Writing, 250

Co-requisites: (501-101) and (509-302) and (509-303) and (509-304) and (509-307)

Complete Course Listing

509-302 Human Body in Health & Disease

Credits: 1-3

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting.

Aid Code: 31 - undefined.

Restrictions: Restricted to students admitted to Program.

Co-requisites: (501-101) and (509-301) and (509-303) and (509-304) and (509-307)

Complete Course Listing

509-303 Medical Assistant Laboratory Procedures 1

Credits: 1-2

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform Clinical Laboratory Improvement Amendment (CLIA) waived routine laboratory procedures commonly performed in the ambulatory care setting. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing. NOTE: Sign up for Clin & Lab on same days (either both T/W or both T/R).

Aid Code: 31 - undefined.

Restrictions: Restricted to students admitted to Program.

Co-requisites: (501-101) and (509-302) and (509-301) and (509-304) and (509-307)

Complete Course Listing

509-304 Medical Assistant Clinical Procedures 1

Credits: 4

Introduces medical assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills including screening, vital signs, patient history, minor surgery and patient preparation for routine and specialty exams in the ambulatory care setting. Learner explores communication principles and psychology theories related to patient care. NOTE: Sign up for Clin & Lab on same days (either both T/W or both T/R).

Aid Code: 31 - undefined.

Restrictions: Restricted to students admitted to Program.

Co-requisites: (501-101) and (509-302) and (509-301) and (509-303) and (509-307)

Complete Course Listing

509-305 Med Asst Lab Procedures 2

Credits: 1-2

Prepares students to perform phlebotomy and Clinical Laboratory Improvement Amendment (CLIA) waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting.

Aid Code: 31 - undefined.

Restrictions: Restricted to students admitted to Program.

Pre-requisites: (501-101) and (509-301) and (509-302) and (509-303) and (509-304) and (509-307)

Co-requisites: (509-306) and (509-308) and (509-309) and (509-310)

Complete Course Listing

509-306 Medical Assistant Clinical Procedures 2

Credits: 3

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, performing an electrocardiogram, assisting with respiratory testing, coaching patients, and assisting with emergency situations in an ambulatory care setting. Students learn preventive care and principles of nutrition.

Aid Code: 31 - undefined.

Restrictions: Restricted to students admitted to Program.

Pre-requisites: (501-101) and (509-301) and (509-302) and (509-303) and (509-304) and (509-307)

Co-requisites: (509-305) and (509-308) and (509-309) and (509-310)

Complete Course Listing

509-307 Medical Office Insurance and Finance

Credits: 1-2

Introduces Medical Assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties.

Aid Code: 31 - undefined.

Restrictions: Restricted to students admitted to Program.

Co-requisites: (501-101) and (509-301) and (509-302) and (509-303) and (509-304)

[Complete Course Listing](#)

509-308 Pharmacology for Allied Health

Credits: 1-2

Introduces students to medication classification, basic pharmacology principles, and supplements. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration.

Aid Code: 31 - undefined.

Restrictions: Restricted to students admitted to Program.

Pre-requisites: (501-101) and (509-302)

Co-requisites: (509-305) and (509-306) and (509-309) and (509-310)

[Complete Course Listing](#)

509-309 Medical Law, Ethics and Professionalism

Credits: 1-2

Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of ambulatory healthcare, perform quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.

Aid Code: 31 - undefined.

Restrictions: Restricted to students admitted to Program.

Pre-requisites: (509-301) and (509-302) and (509-303) and (509-304) and (509-307)

Co-requisites: (509-305) and (509-306) and (509-308) and (509-310)

[Complete Course Listing](#)

509-310 Medical Assistant Practicum

Credits: 1-3

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. This is a supervised, unpaid, clinical experience. MAERB required Practicum - 160 minimum hours (MAERB minimum) up to 216 hours. BTC requires 180 hours to successfully complete the practicum.

Aid Code: 31 - undefined.

Restrictions: Restricted to students admitted to Program.

Pre-requisites: (501-101) and (509-301) and (509-302) and (509-303) and (509-304) and (509-307)

Co-requisites: (509-305) and (509-306) and (509-308) and (509-309)

[Complete Course Listing](#)

509-420 Basic Gerontology-Nursing Asst

Credits: 0.05-0.5

Aid Code: 47 - undefined.

[Complete Course Listing](#)

509-422 Understanding Your Patient

Credits: 0.05-0.5

Aid Code: 47 - undefined.

[Complete Course Listing](#)

509-425 Basic Med Terminology

Credits: 0.05-0.3

Aid Code: 47 - undefined.

[Complete Course Listing](#)

509-430 Basic Coding

Credits: 0.05-0.6

Aid Code: 47 - undefined.

[Complete Course Listing](#)

509-467 Adv Medical Terminology

Credits: 0.05-2.25

Aid Code: 47 - undefined.

[Complete Course Listing](#)