MEDICAL ASSISTING (MEDA)

MEDA 108 - Basic Medical Terminology (1)
Prerequisite: ENGL 70 or ENGL 75 or ESOL 72 or ESOL 100 or Co-requisite: ENGL 75 or ESOL 100
(formerly MDA 108)
Provides students with the basic medical terminology framework needed before advancing to a more comprehensive medical terminology or anatomy and physiology based course.

MEDA 109 - Medical Terminology (3)
Prerequisite: ENGL 70 or ENGL 75 or ESOL 72 or ESOL 100 or Co-requisite: ENGL 75 or ESOL 100
(formerly MDA 109)
Provides a framework for building and defining medical vocabulary. Students use techniques to gain an understanding of prefixes, suffixes, word roots, and combining forms related to every organ system. No previous knowledge of anatomy, physiology, or pathology is necessary.

MEDA 110 - Computer Medical Office Management (3)
Prerequisite or Co-requisite: MEDA 109
(formerly MDA 220)
Introduces students to Electronic Health Records (EHR) through an examination of existing transitions and structures between medical facilities. Emphasizes how Practice Management (PM) software is utilized, how Electronic Health Records (EHR) systems are utilized, and exposes students to the world of Health Information Management (HIM). Practical applications and guided exercises will enable the student to be prepared for changes in the healthcare field.

MEDA 111 - Basic Anatomy and Physiology for Medical Assistants (3)
Prerequisites: MATH 50 and MEDA 109 and permission of Program Manager
Explores the human body and its correlation to health and disease. Emphasis on human anatomy and physiology of cells, tissues, organs, and systems with an overview of common pathophysiology. Application of math skills that model various anatomic and physiological processes.

MEDA 112 - Medical Office Procedures (3)
Prerequisite or Co-requisite: MEDA 109
(formerly MDA 112)
Provides the necessary skills to work in an administrative capacity within a medical office or clinical setting. Topics covered include introduction to medicine and medical assisting, communication skills, community resources, telephone and reception, managing appointments, written communication, filing procedures, basic bookkeeping, and medical office management. Emphasis on medical ethics and proper record keeping.

MEDA 115 - Medical Laboratory Procedures (3)
Prerequisites: [(MEDA 110 or MEDA 220) and MEDA 112 and (BSCI 107 or BSCI 117 or BSCI 201 or BSCI 202) and (MATH 101 or higher)] OR [(MEDA 110 or MEDA 220) and MEDA 111 and MEDA 112]
(formerly MDA 115)
Develops fundamental skills needed to be an effective member of the physician's office laboratory. Emphasizes common medical laboratory diagnostic procedures and following standard protocols established by both the Clinical Laboratory Improvement Act (CLIA) and OSHA guidelines. Students will develop skills in a variety of blood collection methods, specimen collection, pharmacology, drug calculations, and preparing and administering medications. Emphasis will be placed on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

MEDA 116 - Medical Laboratory Practicum (1)
Prerequisite: MEDA 115
Applies fundamental phlebotomy and specimen processing skills in a clinical laboratory or healthcare environment, learn advanced procedures, and connect students to employment opportunities. The practicum requires 40 clinical hours and a minimum of 50 venipunctures and 10 skin punctures from human sources.

MEDA 117 - Foundations of Medical Assisting I (3)
Prerequisites: [(MEDA 110 or MEDA 220) and MEDA 112 and (BSCI 107 or BSCI 117 or BSCI 201 or BSCI 202) and (MATH 101 or higher)] OR [(MEDA 110 or MEDA 220) and MEDA 111 and MEDA 112]
(formerly MEDA 101 & MDA 101)
Introduces the basic skills necessary in the medical clinical setting related to the administrative and clinical medical assistant. Emphasizes theory and skills necessary for gathering patient information that will assist the physician in diagnosing, initiating treatment, or prescribing procedures for common disorders. Develops skills related to interpersonal communication, records management, administrative responsibilities, financial administration, patient education, and patient care activities for the physician's office.

MEDA 120 - Pharmacology for Medical Office Practice (3)
Prerequisite: MEDA 115 and (MEDA 117 or MEDA 101)
(formerly MEDA 209 & MDA 110)
Defines and describes therapeutic action and major side effects of common drugs, principles of medication, and dosage calculations. Students will also gain knowledge in basic principles for administering different types of medications and the universal precautions and standards related to the role of a Medical Assistant.

MEDA 122 - Foundations of Medical Assisting II (3)
Prerequisites: MEDA 115 and (MEDA 117 or MEDA 101)
(formerly MEDA 102 & MDA 102)
Builds on the knowledge gained in Foundations of Medical Assisting I. Students will develop and demonstrate skills necessary to use clinical office equipment. Emphasis on clinical examinations and diagnostic testing for common disorders and pathologies throughout the body systems in addition to assisting with therapeutic procedures conducted in a physician's clinical office setting. Topics covered include, but are not limited to: physician practices and specialties, advanced techniques related to diagnostic testing and therapeutic procedures, applying basic theory, and following current standard protocols during clinical procedures and treatments prescribed by the physician.

MEDA 150 - Healthcare Administration Practicum I (1)
Prerequisite: MEDA 109, MEDA 112, and CMIS 101
(formerly MDA 105)
Provides supervised placement in a contracted facility for guided experience in the application of business and administrative skills in a healthcare office. Emphasis is placed on enhancing competence in medical office skills for comprehensive patient care and strengthening professional communications and interactions.

MEDA 201 - Practical Skills for Medical Assisting (3)
Prerequisites: (MEDA 120 or MEDA 209 or MDA 110) and (MEDA 122 or MEDA 102)
(formerly MDA 201)
Reinforces skills developed in Foundations of Medical Assisting I and II, and emphasizes skills needed to take a patient through an entire office visit encounter. Reinforces proper clinical techniques based on theories of clinical laboratory testing. Reinforces use of clinical/physician office equipment. Students will become proficient and advance their skills in all areas of the medical clinical setting in order to enter their externship.

MEDA 203 - Diagnostic and Procedural Medical Coding (3)
Prerequisite: MEDA 109
(formerly MEDA 216 & MDA 216)
Introduces the fundamentals of coding. Emphasizes the transformation of the reason for a patient encounter documented by the physician into CPT numeric designations (codes) to facilitate reimbursement for all services rendered. Emphasis on currently tested CPT, HCPCS, and ICD coding processes; reimbursement and compliance; reporting guidelines; national codes; and modifiers.

MEDA 204 - Medical Assisting Practicum (3)
Prerequisite: MEDA 201 and (MEDA 203 or MEDA 216) AND Prerequisite or Co-requisite: BMGT 120
(formerly MDA 204)
Provides supervised placement in a contracted facility for guided experience in the application of technical and practical medical assistant skills. Emphasis is placed on medical office orientation, administrative tasks in medical office situations, and patient interaction in a medical office environment. Students will perform competent entry-level medical assistant skills in the cognitive, psychomotor, and affective learning domains, as appropriate to the externship site. Upon successful completion, students will have completed 200 hours in primary care setting.

MEDA 205 - Medical Administrative Specialist Practicum (3)
Prerequisite: MEDA 203 or MEDA 216
(formerly MDA 205)
Applies fundamental medical administrative skills in an office, clinic, or hospital setting. Emphasis is placed on medical records management, insurance processing, coding and billing, management of practice finances, information processing, and fundamental office tasks. Students will also maintain familiarity with clinical and technical concepts of coordinating administrative office functions in the health care setting. The practicum requires 160 clinical hours in a medical office setting.

MEDA 218 - Health Insurance Billing and Reimbursement (3)
Prerequisite or Co-requisite: MEDA 203 or MEDA 216
(formerly MDA 218)
Provides in-depth study of processing health insurance claims. Examines all aspects of medical insurance including plan options, payer requirements, state and federal regulations, abstraction of source documents, accurate completion of claims, coding of diagnoses, and procedures/services.

MEDA 219 - Medical Coding and Billing Practicum (3)
Prerequisite: MEDA 218
Applies fundamental coding and billing knowledge and enhances practical skills in an office, clinic, or hospital setting. Provides practical experience in submitting medical claims for reimbursement, processing bills, operating computerized billing systems, and gaining a working knowledge of various insurance plans. The practicum requires 160 clinical hours.

MEDA 222 - Federal Healthcare Programs and Laws (3)
Prerequisite or Co-requisite: ENGL 101
(formerly MDA 222)
Prepares students in allied health programs to enter the workforce with a basic understanding of federal healthcare programs and federal healthcare laws. The course will provide students with a knowledge of the populations receiving assistance from the government as well as identifying the federal laws that govern workers' provisions of health services laws.