

# Medical Assisting (MEDA)

## Medical Assisting (MEDA) Classes

### MEDA 105 : Introduction to Medical Assisting

**Credits:** 3

**Class Hours:** 3 lecture

**Prerequisites:**

Admission into the Medical Assisting program.

**Description:**

This course provides an introduction to medical assisting. The course focuses on the concepts of effective communication and protective practices related to health and safety to prevent illness and injury. Basic nutritional concepts and therapeutic diets will also be discussed.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Describe the role of the medical assistant in various health care settings.
2. Describe appropriate responses to medical office emergencies and environmental emergency preparedness.
3. Demonstrate the ability to communicate effectively.
4. Distinguish between the components of a normal diet and various therapeutic diets.

### MEDA 120 : Clinical Medical Assisting I

**Credits:** 2

**Class Hours:** 2 lecture

**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 120L

**Description:**

This course introduces the basic clinical skills and procedures required to function as a medical assistant. Topics include integrated clinical procedures, and assisting with specialty exams and procedures.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Describe infection control procedures and medical asepsis.
2. Describe communication techniques used to obtain a client history and document accurately.
3. Discuss how to complete client screening and obtain vital signs.
4. Discuss types of examinations, tests and procedures used in medical offices.

### MEDA 120L : Clinical Medical Assisting I Lab

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 120

**Description:**

This course enables students to apply basic clinical skills during client screening and procedures required to function as a medical assistant.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate effective infection control and medical asepsis.
2. Perform client screening and obtain vitals signs.

3. Apply critical thinking skills when performing client assessment and care.
4. Prepare clients for examinations, tests and procedures.
5. Use effective communication techniques to obtain a client history and document accurately.

## MEDA 123 : Clinical Medical Assisting II

**Credits:** 2

**Class Hours:** 2 lecture

**Prerequisites:**

"C" or higher in MEDA 120 and MEDA 176.

**Corequisite Courses:** MEDA 123L MEDA 220

**Description:**

This course introduces basic specimen collection techniques including the preparation and examination of samples for diagnostic purposes. Advanced techniques and procedures for specialty examinations in the ambulatory care setting will also be included.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Describe selected advanced specialty examinations and procedures.
2. Describe the preparation of clients for advanced specialty examinations and procedures.
3. Describe specimen collection and selected office based tests.
4. Discuss client education related to office based tests and speciality examinations and procedures.

## MEDA 123L : Clinical Medical Assisting II Lab

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

"C" or higher in MEDA 120 and MEDA 176.

**Corequisite Courses:** MEDA 123 MEDA 220

**Description:**

This course applies basic specimen collection techniques to the preparation and examination of samples for office based testing purposes. Application of advanced techniques and procedures for specialty examinations in the ambulatory care setting will also be included.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate selected advanced specialty examinations and procedures.
2. Demonstrate preparation of clients for advanced specialty examinations and procedures.
3. Perform specimen collection and selected office based tests.
4. Demonstrate awareness of client's concerns in relation to office based tests, specialty examinations and procedures.

## MEDA 143 : Administrative Medical Assisting I

**Credits:** 2

**Class Hours:** 2 lecture

**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 143L

**Description:**

This course introduces basic concepts of administrative medical assisting including client scheduling, medical office financial practices, and medical insurance. Communication and confidentiality in relation to administrative duties will also be discussed.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Describe the components of professional written documentation and effective telephone communication skills.
2. Describe daily financial practices in the medical office including medical insurance and billing options.
3. Describe standard privacy and confidentiality practices within the medical office.
4. Identify the components of electronic technology used in healthcare communication and delivery.
5. Explain medical appointment scheduling.

## MEDA 143L : Administrative Medical Assisting I Lab

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 143

**Description:**

This course introduces the administrative skills and procedures required to function as a medical assistant. Students will apply administrative medical assisting skills in the lab and clinical setting related to client scheduling, maintaining of client records, communication, and medical insurance.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Produce professional written work products.
2. Demonstrate effective telephone communication skills.
3. Integrate standard confidentiality practices effectively within administrative duties.
4. Demonstrate medical appointment scheduling.

## MEDA 150 : Medical Assisting Science

**Credits:** 4

**Class Hours:** 4 lecture

**Prerequisites:**

Admission into the Medical Assisting program. Approval of instructor.

**Corequisite Courses:** MEDA 105 MEDA 120 MEDA 143 MEDA 176

**Description:**

This course covers basic concepts of human anatomy and physiology, characteristics of disease processes, etiology, treatment methods, and pathophysiology of selected diseases from major body systems including related medical terminology. The application of disease related principles to the function of Medical Assisting practice will also be discussed.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Describe diagnostic methods and methods of treatment for diseases from major body systems.
2. Identify CLIA waived tests used in Medical Assisting Practice associated with common diseases.
3. Utilize medical terminology to describe etiology, signs, symptoms and characteristics of major diseases.
4. Identify the etiology, signs, symptoms and characteristics of selected diseases from major body systems.
5. Identify basic anatomy and physiology of selected major body systems.

## MEDA 165 : Administrative Medical Assisting II

**Credits:** 2

**Class Hours:** 2 lecture

**Prerequisites:**

"C" or higher in MEDA 143.

**Description:**

This course focuses on the concepts of administrative medical assisting including medical office procedural and diagnostic coding, billing, insurance claims processes, and medical office management.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate professional communication when dealing with insurance and billing issues.
2. Explain medical office billing and claims systems.
3. Apply managed care policies and procedures.
4. Perform basic medical office procedural and diagnostic coding.
5. Apply standard confidentiality practices effectively within administrative duties.
6. Apply medical office management principles.

## MEDA 176 : Administration of Medications

**Credits:** 2

**Class Hours:** 2 lecture

**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 176L

**Description:**

This course will provide an introduction to basic pharmacology and medication administration. Students will learn the basic classification of medications, administration techniques and use applied mathematics to safely prepare and administer medications in a medical office setting.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Identify the general classifications of medications, desired effects, side effects, and adverse reactions.
2. Describe the techniques used to safely administer medications.
3. Use mathematical principles in the dosage calculation of medications.

## MEDA 176L : Administration of Medications Lab

**Credits:** 1

**Class Hours:** 3 lab

**Prerequisites:**

Admission into the Medical Assisting program.

**Corequisite Courses:** MEDA 176

**Description:**

This course will provide instruction on medication administration. Students will use applied mathematics and clinical techniques to safely prepare and administer medications in a medical office setting.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Apply mathematical principles in the calculation and preparation of medications in simulated lab situations.
2. Prepare and administer medications safely via selected routes in simulated lab situations.

## MEDA 201 : Medical Law and Ethics

**Credits:** 2

**Class Hours:** 2 lecture

**Prerequisites:**

"C" or higher in MEDA 105, MEDA 143, and MEDA 150.

**Description:**

This course focuses on legal and ethical responsibilities in patient care and management: laws pertaining to medical practice and medical assistants, application of medical ethics in performance of duties.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Apply legal and ethical laws and principles to healthcare situations in the role of a Medical Assistant.
2. Demonstrate sensitivity and professionalism when dealing with legal and ethical healthcare situations.
3. Utilize medical legal concepts to analyze legal and ethical healthcare situations in the role of Medical Assistant.
4. Develop a plan for separation of personal and professional ethics within Medical Assistant practice.

## MEDA 205 : Medical Assisting Certification Review

**Credits:** 1

**Class Hours:** 1 lecture

**Prerequisites:**

"C" or higher in MEDA 143, MEDA 120, and MEDA 176 or approval of instructor.

**Description:**

This course focuses on reviewing medical assisting concepts in preparation for a medical assistant certification exam. Certification test taking skills and preparation will also be discussed.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Identify effective communication techniques for patients and members of the healthcare team.
2. Identify ethical and legal behavior to maintain patient safety and confidentiality.
3. Describe medical office clinical and administrative procedures.
4. Describe the human body in health and illness using medical terminology.

## MEDA 220 : Medical Assisting Preceptorship

**Credits:** 4

**Class Hours:** 12 lab

**Prerequisites:**

"C" or higher in MEDA 120 and MEDA 176.

**Corequisite Courses:** MEDA 123

**Description:**

This course will provide students with supervised clinical experience and the opportunity to integrate medical assisting skills into a real life setting. Clinical experiences will take place in medical offices with an assigned preceptor.

**Semester Offered:** Spring

**Course Student Learning Outcomes (CSLOs):**

1. Demonstrate the ability to think critically when providing clinical and administrative skills in a medical office.
2. Integrate ethical and legal behavior into clinical and administrative skills in a medical office.
3. Integrate effective communication into clinical and administrative skills in a medical office.
4. Integrate financial practices into clinical and administrative skills in a medical office.
5. Perform entry level medical assisting skills safely and effectively.