

# Medical Assisting

The Medical Assisting (MEDA) program is designed to prepare students to assist physicians and health care providers in medical offices and clinics with patient care as well as routine office laboratory and diagnostic tests. Students are also prepared to perform routine administrative medical office duties, business practices and procedures. Students will earn a Certificate of Achievement (CA) upon completion of the program.

## Program Admission Requirements:

Students will be admitted as a cohort in the fall semester each year. All program prerequisite courses must be completed with a "C" or higher prior to entry. Students may submit applications during the application period only. Acceptance will be on a first applied, first qualified basis. Progression onto the spring semester will require a "C" or higher in all required MEDA program courses in the fall.

## Graduation Requirements:

A grade of "C" or higher in all MEDA alpha courses and program prerequisite courses required for the Medical Assisting program is required for graduation.

## Program Student Learning Outcomes (PSLOs) approved 08/22/2022:

1. Demonstrate effective communication skills with all members of the healthcare team (affective).
2. Demonstrate ethical and legal behavior to maintain patient safety and confidentiality (affective).
3. Apply medical office business, financial and administrative concepts and practices (cognitive).
4. Apply critical thinking skills and concepts of medical assisting to maintain quality patient care and efficient administrative procedures (cognitive).
5. Perform clinical and administrative medical assisting skills appropriate for entry-level practice in a healthcare setting (psychomotor).

## Federal Program Licensure Reporting Requirements:

The Kaua'i Community College MEDA program prepares students for national certification. It is common for employers and physicians to require medical assistants to possess specific education, training, and/or national certification. If you are not residing in the state of Hawai'i and are taking a Kaua'i Community College online course or program leading to professional certification or licensure, Kaua'i Community College cannot confirm whether the course or program meets your state's professional certification or licensure requirements. Please verify with the appropriate certification or licensing board in the state you intend to practice.

## Medical Assisting Degrees and Certificates

### Medical Assisting: Certificate of Achievement

#### Spring (Semester 1)

Course	Course Title/Category	Credits
ENG 100	Composition I	3
HWST 107	Hawai'i: Center of the Pacific	3
	BIOL 100 or HLTH 140	3
	Mathematics: MATH 75X or higher	3-4
	Social Science	3

## Fall (Semester 2)

Course	Course Title/Category	Credits
MEDA 105	Introduction to Medical Assisting	3
MEDA 120	Clinical Medical Assisting I	2
MEDA 120L	Clinical Medical Assisting I Lab	1
MEDA 143	Administrative Medical Assisting I	2
MEDA 143L	Administrative Medical Assisting I Lab	1
MEDA 150	Medical Assisting Science	4
MEDA 176	Administration of Medications	2
MEDA 176L	Administration of Medications Lab	1

## Spring (Semester 3)

Course	Course Title/Category	Credits
MEDA 123	Clinical Medical Assisting II	2
MEDA 123L	Clinical Medical Assisting II Lab	1
MEDA 165	Administrative Medical Assisting II	2
MEDA 201	Medical Law and Ethics	2
MEDA 205	Medical Assisting Certification Review	1
MEDA 220	Medical Assisting Preceptorship	4
<b>Total Credits</b>		<b>43-44</b>

## Category Descriptions

### Social Science

Choose from the following:

ANTH 200 (3), ANTH 220 (3), BOT 105 (3), ECON 130 (3), PSY 100 (3),