

**MEDICAL ASSISTANT****MDA 102****Medical Assisting Science (2)**

Introduction to the profession of medical assisting. Qualifications and duties, professional affiliation, history of medicine, ethics and professionalism, the role of the medical assistant in the physician's office. Interactions with patients and staff.

2 Class Hours

**MDA 104****Keyboarding and Medical Word Processing (3)**

Introduction to and development of basic keyboarding skills on computer keyboards and beginning word processing. Students will have the opportunity to learn keyboarding and word processing functions and apply that knowledge to build typing speed and accuracy. Emphasis will be on application to medical correspondence, reports, and developing presentations.

3 Class Hours; Prerequisite: BIO 131 Human Biology and HIT 106 taken concurrently or consent of instructor.

**MDA 106/HIT 107****Medical Transcription and Correspondence (4)**

Introductory course emphasizing the fundamentals of medical transcription. Orientation to equipment and software training including authentic physician dictation organized by medical specialty. Transcription of various medical reports, including chart notes, letters, history and physicals, consultation reports, and discharge summaries, while building typing speed and accuracy. Review of medical terminology related to the medical specialties.

4 Class Hours; Prerequisite: HIT 106 Medical Terminology I and MDA 104 Keyboarding or consent of the instructor.

**MDA 114****Standard First Aid Management of Emergencies (1)**

The causes, care and prevention of accident/emergency lifesaving situations. Mastery level of learning for the proficiency of basic skills. Certification by National Safety Council. Recognizing, managing and aiding the physician in medical emergencies and maintaining emergency supplies.

2 Laboratory Hours

**MDA 115****Medical Assisting Procedures I (4)**

Basic clinical procedures of medical assisting in the physician's office. Use and management of diagnostic instruments and equipment. Related patient care, professional ethics, medical terminology nomenclature. For Medical Assisting students.

3 Class Hours, 2 Laboratory Hours; Prerequisite: HIT 106 Medical Terminology and MDA 102 Medical Assisting Science or consent of instructor.

**MDA 201****Medical Assisting Procedures II (4)**

Introduction to basic microbiology, hematology and urinalysis. Collection, preparation and testing of blood, urine and body fluids. Significance of laboratory analysis. For Medical Assisting students.

2 Class Hours, 4 Laboratory Hours; Prerequisite: MDA 115. Pre-corequisite: BIO 132 Human Biology II.

**MDA 206****Medical Office Management (4)**

Medical office administrative procedures, such as bookkeeping principles and practices, patient health records, insurance forms, banking and postal services, payroll records, patient accounts, office machines. Mechanics of applicable medical correspondence. Appointment scheduling, supplies and inventory. Emphasis on practical application of administrative techniques. For Medical Assisting students.

3 Class Hours, 2 Laboratory Hours; Prerequisites: MAT 090 or equivalent, MDA 102 Medical Assisting Science and MDA 104 Keyboarding and Medical Word Processing.

**MDA 207****Advanced Medical Office Management (4)**

Accounting, payroll and bookkeeping procedures. Computerized applications for payroll. Banking, spreadsheets and reconciliations of bank statements. Use of Peg Board/Write It Once System integrated with the accounting objectives. Preparation of Internal Revenue deposits, records, and year-end reports for the Medical Office. For Medical Assisting students only.

3 Class Hours, 2 laboratory Hours; Prerequisites: MDA 102 Medical Assisting Science.

**MDA 208****Medical Ethics, Law and Economics (3)**

Emphasizing the medical ethics which set the standards of conduct for physicians, as well as guidelines for medical assistants. Requirements to practice medicine, legal liabilities of the profession, and the importance of medicolegal consent forms. Legal arrangements of private medical practices, medical care financing, and systems of health care delivery.

3 Class Hours

**MDA 210****Pharmacology (2)**

A practical course relevant to health science courses. Emphasizes knowledge of prescriptions and prescription writing. Basic principles of mathematics in pharmacy. Drugs governed by U.S.P. standards which are in common use and the generic-pharmaceutical relationship. Drug grouping action in relation to human physiology.

2 Class Hours; Prerequisite: BIO 131 Human Biology I or consent of instructor.

**MDA 211****Medical Assisting Procedures III (4)**

Advanced technical procedures in medical assisting specifically oriented to the various medical specialties. Techniques of electrocardiography, audiometry

and physical therapy. Field trips and practical experiences give additional background outside of the classroom.

3 Class Hours, 2 Laboratory Hours; Prerequisite: For Medical Assisting Students. BIO 132 Human Biology, MDA 115, Medical Assisting Procedures I and II MDA 201.

**MDA 245****Directed Practice Seminar (1)**

Integration of theoretical knowledge and practical experience as an extern in physician's offices, medical centers, school health departments, rehabilitation clinics, and other health care facilities. For senior Medical Assisting students who have a 2.0 overall average.

1 Class Hour; Prerequisites: MDA 206 Medical Office Management and MDA 201 Medical Assisting Procedures II. MDA 211 Medical Assisting Procedures III and MDA 210 Pharmacology must be taken previously or concurrently.

**MDA 246****Clinical Practicum I (4)**

Directed practical experience in fundamental medical assisting procedures as an extern in physician's offices, medical centers, school health departments, rehabilitation clinics, and other health care facilities. For senior Medical Assisting students.

120 Clinical Hours over 7.5 weeks; Corequisite: MDA 245 Directed Practice Seminar.

**MDA 247****Clinical Practicum II (4)**

Directed practical experience for development of competency in medical assisting procedures as an extern in physician's offices, medical centers, school health departments, rehabilitation clinics, and other health care facilities. For senior Medical Assisting students.

120 Clinical Hours over 7.5 weeks; Corequisite: MDA 245 Directed Practice Seminar.