Medical Assisting (MDA)

Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution.

MDA 1051 Medical Assisting-Administrative Procedures
Prerequisite: Completion of the Medical Assisting Orientation.
Equivalent: MDA 1050
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course is designed to acquaint the student with the administrative requirements of the medical facility. The course will provide instruction in the following: medical receptionist skills, HIPAA Regulations, human relations, medical secretarial skills, bookkeeping methods, and management techniques.

MDA 1053 Medical Office Software Applications
Prerequisite: Completion of the Medical Assisting Orientation.
Equivalent: MDA 1051
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course provides students with medical office application skills utilizing a medical office software program. Students will integrate various communication and data entry skills to perform tasks efficiently in the administrative area of a medical office as they prepare for patient billing. Basic keyboard knowledge is necessary as the students will be required to complete computer-based assignments.

MDA 1055 Introduction to Medical Office Transcription
Prerequisite: Completion of the Medical Assisting Orientation.
Equivalent: MDA 1050
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. The students will be introduced to the transcription area of a physician's office. Students will utilize and apply their knowledge in medical terminology and word processing skills. The students will use keyboarding skills as they complete computer-based assignments.

MDA 1140 Medical Assisting Clinical Procedures
Prerequisite: Completion of the Medical Assisting Orientation.
Equivalent: MDA 1140
Pre or Corequisites: CIS 1000 or CIS 1050, MDA 1250
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course is designed to acquaint the student with the duties and responsibilities in the clinical area of a medical facility. The student will be instructed in the following: assisting the doctor, assessing vital signs, sterilization procedures, minor surgery, medical specialties, physiotherapy and diet therapy. Course/lab fees.

MDA 1170 Medical Assisting Laboratory Procedures
Prerequisite: Completion of the Medical Assisting Orientation.
Equivalent: MDA 1170
Pre or Corequisites: CIS 1000 or CIS 1050, MDA 1250
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course is designed to give the Medical Assisting student and other healthcare practitioners a knowledge of law and ethics as they pertain to medicine. The course will provide the student with a thorough understanding of his medico-legal responsibilities and relationship to his physician/employer and patient. Emphasis will be placed on the practical application of the principles of medical law and ethics.

MDA 1200 Basic X-Ray Techniques and Spirometry
Prerequisite: Completion of the Medical Assisting Orientation.
Equivalent: MDA 1200
Pre or Corequisites: CIS 1000 or CIS 1050, MDA 1250
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course is designed to teach the student the medical assistant's role in preparation of the patient for the diagnostic procedures of radiography and spirometry. Emphasis is on basic radiological positioning and techniques. This course will include discussion of equipment, as well as safety precautions and protection. Course/lab fees.

MDA 1250 Phlebotomy
Prerequisite: Completion of the Medical Assisting Orientation.
Equivalent: MDA 1250
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course will provide instruction in the skill of phlebotomy by lecture, demonstration and lab practice. It will include universal precautions, proper equipment and technique, skills for problem draws, specimen handling, quality control, interpersonal skills and professional liability. Course/lab fees.

MDA 1350 Medical Law and Ethics
Prerequisite: Completion of the Medical Assisting Orientation.
Equivalent: MDA 1350
Pre or Corequisites: CIS 1000 or CIS 1050, MDA 1250
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course covers a review and rotation sequence of practical experience in offices of qualified physicians and/or accredited hospitals and clinics. Skills acquired in the first year of the Medical Assisting program will be applied during the 90 hours of clinical practice under the supervision of College faculty. In addition to medical office practice, human relation skills will be stressed in the course work. Course/lab fees.

MDA 1461 Medical Assisting Practicum I
Prerequisite: MDA 1051, MDA 1140, MDA 1200 and MED 1103 with a grade of 'C' or better and consent of instructor based upon selection criteria specified in the Medical Assisting Student Handbook.
Equivalent: MDA 1460
Pre or Corequisites: CIS 1000 or CIS 1050, MDA 1250
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course covers a review and rotation sequence of practical experience in offices of qualified physicians and/or accredited hospitals and clinics. Skills acquired in the first year of the Medical Assisting program will be applied during the 90 hours of clinical practice under the supervision of College faculty. In addition to medical office practice, human relation skills will be stressed in the course work. Course/lab fees.

MDA 1570 Basic Electrocardiography
Prerequisite: Completion of the Medical Assisting Orientation.
Equivalent: MDA 1570
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. Students will gain hands-on experience using an electrocardiograph machine after learning the circulatory, conduction and mechanical systems of the heart, Einthoven's Triangle, cardiac depolarization, repolarization and terminology. Drugs and their effect on the heart will be discussed. The student will learn to measure the cardiac complex, recognize and eliminate artifacts on a graph and identify basic arrhythmias of the heart as recorded on the EKG. Holter Monitoring and the principles of stress testing will also be presented. Course/lab fees.
MDA 2010  Medical Office Medications .......................... 3 Credit Hours
Prerequisite: Completion of the Medical Assisting Orientation; completion of MAT 1050 with a minimum grade of ‘C’ or placement into MAT 1100 or higher, or an ACT score of 18 or higher on the math subtest.
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course will provide the Medical Assisting student with a basic understanding of drug therapy, including the legal, technical, ethical and moral aspects of handling and administering medications. The Medical Assisting student will practice administration of oral and parenteral medication. Nutritional supplements and diet supplantations related to therapy as prescribed by the physician will be covered. Course/lab fees.

MDA 2380  Medical Office Insurance Coding and Billing
................................................................. 4 Credit Hours
Prerequisite: Completion of the Medical Assisting Orientation and MED 1103 with a minimum grade of ‘C’.
Pre or Corequisites: CIS 1000 or CIS 1050
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course will give the student the fundamentals of medical office insurance diagnosis and procedure coding as well as skills required to produce mailable forms in a timely manner to third party payers (e.g. Blue Shield, Medicare, Medicaid, and others.) Students will learn to reconcile payments and rejections, process inquiry forms and understand the Diagnostic Related Groupings and how they relate to inpatient regulations. Course/lab fees.

MDA 2383  Medical Office Insurance Coding and Billing
Applications .......................................................... 1 Credit Hour
Prerequisite: Completion of the Medical Assisting Orientation.
Pre or Corequisite: MDA 2380
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. Students apply their knowledge in medical terminology, insurance coding and billing and word processing skills by executing accurate claim submissions for reimbursement, utilizing a billing software program. The students will be required to complete computer-based assignments.

MDA 2460  Medical Assisting Practicum II .................... 4 Credit Hours
Prerequisite: MDA 1053, MDA 1055, MDA 1170, MDA 1461, MDA 1570, MDA 2010 MDA 2380, MDA 2383 with a grade of ‘C’ or better and consent of instructor.
Pre or Corequisite: MDA 1350
Prerequisites for courses in this department are not automatically waived for College Guest students and students with a bachelor's degree or higher from a U.S. institution. This course covers a review and rotation sequence of practical experience in offices of qualified physicians and/or accredited hospitals and clinics. Skills acquired in the Medical Assisting program will be applied during the 120 hours of clinical and administrative practice under the supervision of College faculty. In addition to medical office practice, human relation skills will be emphasized in the course work. Course/lab fees.

MDA 2560  Medical Assisting Seminar ....................... 4 Credit Hours
This course is designed to review the entire Medical Assisting program in preparation for writing the CMA certification examination. Emphasis will be placed on general topics, administrative and clinical duties, human relations and professionalism. This course will apply toward CEU requirements for Certified Medical Assistants (for their recertification). (AMA/AAMA). Course/lab fees.