

# Medical Assisting

## Degree

- Medical Assisting (MDA.AAS) (<http://catalog.oaklandcc.edu/programs/medical-assisting/medical-assisting-aas>)

## Certificate

- Medical Assisting (MDA.CT) (<http://catalog.oaklandcc.edu/programs/medical-assisting/medical-assisting-certificate>)

## Certificates of Achievement

- Medical Assisting - Medical Insurance Coding and Billing (MDA.MIC.CA) (<http://catalog.oaklandcc.edu/programs/medical-assisting/medical-insurance-coding-billing-certificate-achievement>)
- Medical Assisting - Medical Office Administrative Procedures (MDA.MOA.CA) (<http://catalog.oaklandcc.edu/programs/medical-assisting/medical-office-administrative-procedures-certificate-achievement>)
- Medical Assisting - Phlebotomy (MDA.PHT.CA) (<http://catalog.oaklandcc.edu/programs/medical-assisting/phlebotomy-certificate-achievement>)

## Medical Assisting Courses

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 .....4 Credit Hours

**Equivalent:** MDA 1050

**English/ESL Placement:** Placement into ENG 1510.

**Prerequisite:** Completion of the Medical Assisting Orientation within the last 2 years.

**Note:** 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. BILLABLE CONTACT HOURS: 4

### MDA 1053 Medical Office Software Applications .....1 Credit Hour

**English/ESL Placement:** Placement into ENG 1510.

**Prerequisite:** Completion of the Medical Assisting Orientation within the last 2 years.

**Note:** 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. BILLABLE CONTACT HOURS: 1

### MDA 1103 Medical Terminology ..... 3 Credit Hours

**Equivalent:** MED 1103, MED 1100

**English/ESL Placement:** Placement into ENG 1510.

Medical Terminology is intended for students entering health professions. This is an introductory course with special emphasis on the fundamentals of speaking, writing, and understanding medical language as used in the health care industry. Spelling and definition of medical terminology will utilize a word-root, prefix, suffix structure system. Application of medical terms as they relate to human anatomy, body systems, disease process, and the health care setting will be provided. BILLABLE CONTACT HOURS: 3

### MDA 1130 Medical Assisting Clinical Skills .....3 Credit Hours

**English/ESL Placement:** Placement into ENG 1510.

**Prerequisite:** Completion of the Medical Assisting Orientation within the last 2 years.

**Note:** 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 regarding the duties and responsibilities of a Medical Assistant in the clinical area of a medical facility. Topics include: Emergency preparedness in the medical office as well as radiologic, cardiopulmonary, and physiotherapy procedures. BILLABLE CONTACT HOURS: 3

### MDA 1140 Medical Assisting Clinical Procedures ..... 4 Credit Hours

**English/ESL Placement:** Placement into ENG 1510.

**Prerequisite:** Completion of the Medical Assisting Orientation within the last 2 years.

**Note:** 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 regarding the duties and responsibilities of a medical assistant in the clinical area of a medical facility. Topics include: assisting the physician, preparing the patient for examination, assessing vital signs, sterilization procedures, documentation utilizing electronic health records (EHR), and nutrition therapy. BILLABLE CONTACT HOURS: 4

### MDA 1170 Medical Assisting Laboratory Procedures .....3 Credit Hours

**English/ESL Placement:** Placement into ENG 1510.

**Prerequisite:** Completion of the Medical Assisting Orientation within the last 2 years.

**Note:** 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 practical experience in the collection and handling of various specimens and in the performance and interpretation of tests done in the physician's office. These include Gram staining, initial culture taking, basic microbe identification, routine urinalysis, hematology, and other basic lab tests. Emphasis will be placed on patient contact orientation, contamination of specimens, patient education prior to testing, and explanation of results. BILLABLE CONTACT HOURS: 4

**MDA 1250 Phlebotomy ..... 1 Credit Hour****English/ESL Placement:** Placement into ENG 1510.**Prerequisite:** Completion of the Medical Assisting Orientation within the last 2 years.**Note:** 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. BILLABLE CONTACT HOURS: 2

**MDA 1350 Medical Law and Ethics .....3 Credit Hours****English/ESL Placement:** Placement into ENG 1510.

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. BILLABLE CONTACT HOURS: 3

**MDA 1461 Medical Assisting Practicum I .....3 Credit Hours****Equivalent:** MDA 1460**English/ESL Placement:** Placement into ENG 1510.**Prerequisite:** MDA 1051 MDA 1053 MDA 1103 MDA 1130 and MDA 1140 each with a grade of 'C' or better; and consent of instructor based upon selection criteria specified in the Medical Assisting Student Handbook.**Note:** 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.**Corequisite:** CIS 1000 or CIS 1050; and MDA 1250 (Recommended).

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 supervised 90 hours of clinical practice. In addition to medical office practices, human relation skills will be stressed in the course work. BILLABLE CONTACT HOURS: 3

**MDA 2010 Medical Office Medications ..... 3 Credit Hours****English/ESL Placement:** Placement into ENG 1510.**Prerequisite:** Completion of the Medical Assisting Orientation within the last 2 years.**Prerequisite:** Completion of MAT 1050 with a minimum grade of 'C' or placement into MAT 1100 or higher.**Note:** 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 supplementations related to therapy as prescribed by the physician will be covered. BILLABLE CONTACT HOURS: 4

**MDA 2380 Medical Office Insurance Coding and Billing****..... 4 Credit Hours****English/ESL Placement:** Placement into ENG 1510.**Prerequisite:** Completion of the Medical Assisting Orientation within the last 2 years.**Prerequisite:** MDA 1103 with a minimum grade of 'C'.**Note:** 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.**Pre- or Corequisite:** CIS 1000 or CIS 1050.

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. BILLABLE CONTACT HOURS: 4

**MDA 2383 Medical Office Insurance Coding and Billing****Applications ..... 1 Credit Hour****English/ESL Placement:** Placement into ENG 1510.**Prerequisite:** Completion of the Medical Assisting Orientation within the last 2 years.**Note:** 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.**Pre- Or Corequisite:** MDA 2380

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. BILLABLE CONTACT HOURS: 1

**MDA 2460 Medical Assisting Practicum II .....3 Credit Hours****English/ESL Placement:** Placement into ENG 1510.**Prerequisite:** MDA 1461 with a grade of 'C' or better and consent of instructor based upon selection criteria specified in the Medical Assisting Handbook.**Note:** 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.**Pre- or Corequisite:** MDA 1350 (Recommended).

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 supervised 90 hours of clinical and administrative practice. In addition to medical office practices patient education will be emphasized in the course work. BILLABLE CONTACT HOURS: 3

**MDA 2560 Medical Assisting Seminar ..... 4 Credit Hours****English/ESL Placement:** Placement into ENG 1510.**Prerequisite:** MDA 1461 with a grade of 'C' or better.

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. BILLABLE CONTACT HOURS: 4