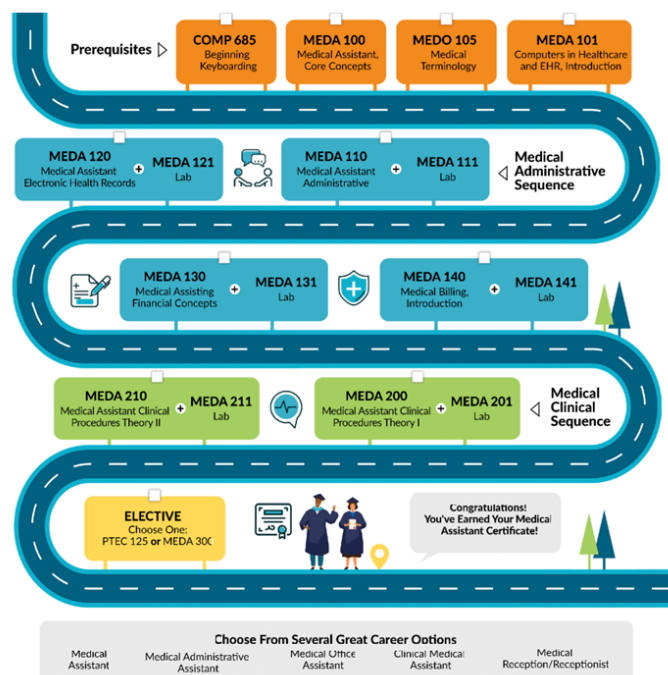


MEDICAL ASSISTANT



Certificate of Completion

Program Code: 3P39944

This program will prepare students for an entry-level position as a medical assistant in an administrative and/or a clinical setting. The program consists of a sequence of courses that prepares students with the knowledge and skills needed to perform the tasks of a medical assistant in medical and healthcare settings.

Code	Title	Hours
Required Core Courses (492 Hours)		
COMP 685	Computer Keyboarding, Beginning	36
MEDA 100	Medical Assistant, Core Concepts	36
MEDO 105	Medical Terminology (Formerly MEOC 104)	48
MEDA 101	Computers in Healthcare and EHR, Introduction	36
MEDA 110	Medical Assistant Administrative	24
MEDA 111	Medical Assistant Administrative Lab	24
MEDA 120	Medical Assistant Electronic Health Records	12
MEDA 121	Medical Assistant Electronic Health Records Lab	24
MEDA 140	Medical Billing, Introduction	24
MEDA 141	Medical Billing Lab, Introduction	24
MEDA 130	Medical Assistant Financial Concepts	24
MEDA 131	Medical Assistant Financial Concepts Lab	24
MEDA 200	Medical Assistant Clinical Procedures Theory I	18
MEDA 201	Medical Assistant Clinical Procedures Lab I	48

MEDA 210	Medical Assistant Clinical Procedures Theory II	18
MEDA 211	Medical Assistant Clinical Procedures Lab II	48

Required Elective Courses: (36 Hours)

Must choose one of two		36
MEDA 300	Medical Assisting Simulation Lab and Certification Prep	108
PTEC 125	Human Relations for Healthcare Workers	36
Total Hours		504

Plan of Study

First Year

First Semester	Hours	Second Semester	Hours
COMP 685	36	MEDA 110	24
MEDA 100	36	MEDA 111	24
MEDO 105	48	MEDA 120	12
MEDA 101	36	MEDA 121	24
	156		84

Second Year

First Semester	Hours	Second Semester	Hours
MEDA 130	24	MEDA 200	18
MEDA 131	24	MEDA 201	48
MEDA 140	24	MEDA 210	18
MEDA 141	24	MEDA 211	48
	96		132

Third Year

First Semester	Hours
PTEC 125 or MEDA 300 (Must choose one of two courses)	36
	36

Total Hours 504

List of Courses

COMP 685 Computer Keyboarding, Beginning 36 Hours
Keyboarding is a basic skill that is mandatory for most industries. Our keyboarding class teaches the alpha/numeric keyboard with emphasis on correct technique, speed, and accuracy. Topics include speed and accuracy, using home keys alpha keys, punctuation, and number keys. Textbook Required.

MEDA 100 Medical Assistant, Core Concepts 36 Hours
Explores past history and current issues of healthcare; the health care field; the role of the Medical Assistant; ethics and law for medical assistants; customer service; communication/cultural competencies in healthcare; student success; math skills for healthcare; safety in healthcare; and job skills and the professional portfolio. Textbook Required.

MEDA 101 Computers in Healthcare and EHR, Introduction 36 Hours**Prerequisite(s):** COMP 685 Computer Keyboarding - Beginning

This course is an introduction to computers for individuals entering the health care field. This course provides a general introduction to computer literacy and information technology for health care students. Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Textbook Required.

MEDA 110 Medical Assistant Administrative 24 Hours**Prerequisite(s):** COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology

This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required.

MEDA 111 Medical Assistant Administrative Lab 24 Hours**Prerequisite(s):** COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology

This course introduces students to medical office procedures in preparation for entry-level positions in the administrative or reception area of a medical facility. Students review reception techniques, computers in the medical clinic, telecommunications, scheduling, medical record management, and written communications. Textbook Required.

MEDA 120 Medical Assistant Electronic Health Records 12 Hours**Prerequisite(s):** COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers

This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will learn and exercise the practical use of EHR in administrative roles within the allied health field. Topics covered include: the history of EHR, EHR standards, patient charts, and EHR regulations. Textbook Required.

MEDA 121 Medical Assistant Electronic Health Records Lab 24 Hours**Prerequisite(s):** MEDA 100 Medical Assistant, Core Concepts; MEDA 101 Computers in Healthcare and EHR, Introduction ; COMP 685 Computer Keyboarding, Beginning; and MEDO 105 Medical Terminology

This course introduces students to the fundamental concepts of working with Electronic Health Records (EHRs). Students will practice setting up EHR features, creation and administration of patient charts, and using clinical administrative tools. Textbook Required.

MEDA 130 Medical Assistant Financial Concepts 24 Hours**Prerequisite(s):** COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology

This course discusses the theory of financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices. Textbook Required.

MEDA 131 Medical Assistant Financial Concepts Lab 24 Hours**Prerequisite(s):** COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts

This course develops the necessary skills for financial management for a medical assistant. Topics covered include medical insurance, medical coding, daily financial practices, billing and collections, and general accounting practices in a direct hands on, simulated environment. Textbook Required.

MEDA 140 Medical Billing, Introduction 24 Hours**Prerequisite(s):** COMP 685 Computer Keyboarding - Beginning, and MEOC 210 Introduction of Computers for Health Care Workers

An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes review of theory of data entry for private, PPO, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required.

MEDA 141 Medical Billing Lab, Introduction 24 Hours**Prerequisite(s):** COMP 685 Computer Keyboarding - Beginning, and MEDA 101 Computers in Healthcare and EHR, or MEOC 210 Introduction of Computers for Health Care Workers

An overview of outpatient medical insurance billing in preparing students for entry-level positions. Includes practice of data entry for private, PPO, Medicare, Medicaid/Medi-Cal, TRICARE/CHAMPUS and workers' compensation billing. Current CPT and ICD coding is also covered. Textbook Required.

MEDA 200 Medical Assistant Clinical Procedures Theory I 18 Hours**Prerequisite(s):** MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts

This course reviews the theory of clinical procedures. Students review performing exam room procedures, including medical asepsis, infection control, patient intake, vital signs, and assisting with physical examination, specialty exams, electrocardiograph, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required.

MEDA 201 Medical Assistant Clinical Procedures Lab I 48 Hours**Corequisite(s):** MEDA 200 Medical Assistant Clinical Procedures Theory I.

This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: exam room procedures, medical asepsis, infection control, patient intake, vital signs, assisting with physical examination, specialty exams, electrocardiograph, public health education, assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required.

MEDA 210 Medical Assistant Clinical Procedures Theory II 18 Hours**Prerequisite(s):** MEDA 200 Medical Assistant Clinical Procedures Theory I

This course reviews the theory behind back office procedures. Students review assisting physicians with minor surgical procedures, pharmacology, laboratory procedures, nutrition, patient education, diagnostic imaging, and urgent care and emergency procedures. Textbook Required.

MEDA 211 Medical Assistant Clinical Procedures Lab II 48 Hours

Corequisite(s): MEDA 210 Medical Assistant Clinical Procedures Theory II

This course develops skills needed for students to work in a clinical environment. Students will have hands-on practice of the following skills: assisting in minor procedures, creating a sterile environment, wound care, using a microscope, specimen collection, specimen processing, administering medications, injections, and venipuncture. Textbook Required.

MEDA 300 Medical Assisting Simulation Lab and Certification Prep**108 Hours**

Prerequisite(s): MEDA 210 Medical Assistant Clinical Procedures Theory II and MEDA 211 Medical Assistant Clinical Procedures Lab II

This course will offer hands on simulation to medical case studies in a laboratory environment as well as offer an opportunity for students to prepare to take a CCMA certification exam. Textbook Required.

MEDO 105 Medical Terminology (Formerly MEOC 104) 48 Hours

This course introduces students to medical terminology in preparation for careers in the medical field. It covers the study of the basic elements of medical terms and the anatomy and physiology of the human body. It also covers different pathological conditions and procedures for their treatment.

PTEC 125 Human Relations for Healthcare Workers 36 Hours

Covers basic communications skills with emphasis on the healthcare profession. Topics include non-verbal communication, group communication, conflict resolution, ethics in health communication, elements of intercultural communication, resume writing, job application and interviewing techniques. Textbook Required.