

## Medical Assistant (MDA)

### MDA 120 Introduction to Medical Assisting

3 Hours

Prerequisites: NAD 101

3 hours weekly (3-0)

This course lays a foundation for the completion of the MDA program by presenting broad aspects related to each component of being an entry-level professional medical assistant. The course orients students to the clinical, clerical, and content-based areas of front and back office practices, along with the primary scientific and psychological concepts underlying a competent medical assistant's career. This course transitions from the NAD 101 CNA training. Students will be able to evaluate their potential to succeed as a medical assistant.

### MDA 122 Medical Office Procedures

4 Hours

Prerequisites: BUS 115, NAD 101, both with a grade of "C" or higher and admission to the Medical Assistant Program.

5 hours weekly (3-2)

The core competencies needed to efficiently manage the front office in a health-care setting will be emphasized in this course. Communication skills for oral and written business transactions, electronic technology applications, bookkeeping procedures, legal concepts, medical records and facility management; community resources; and the frameworks for quality control and assurance are covered.

### MDA 126 Introduction to Electronic Health Records

2 Hours

Prerequisites: Student must meet existing MDA enrollment criteria in order to enter this course.

3 hours weekly (1-2)

This course introduces students to the concepts and features of electronic health records system as it applies to their career as Medical Assistants in the ambulatory care setting. Students will learn to navigate through and understand EHR practice systems to ensure that they build skills that will transfer to a variety of EHR systems that they will encounter in their careers.

### MDA 130 Pharmacology

3 Hours

Prerequisites: BIO 105, HIT 217, MDA 120, MDA 122, Mathematics placement score above the College's developmental level or MAT 051 or higher, or MAT 104 with a grade of "C" or higher.

4 hours weekly (2-2)

Basic pharmacological considerations commonly seen in outpatient settings, including the proper techniques and calculations involved in the selection, preparation, administration, and monitoring of medications given via oral and parenteral (excluding IV) routes are covered in this course.

**MDA 132 Medical Clinic Procedures**

4 Hours

Prerequisites: BIO 105, HIT 217, MDA 120, MDA 122, and admission to the Medical Assistant Program or consent of the program director.

5 hours weekly (3-2)

The fundamental tasks and procedures related to the clinical operations in an ambulatory healthcare facility are presented in this course. Course components include the theory related to clinical procedures involving patient care and instructions; assisting with specialty examinations and procedures and office/ambulatory surgery; rehabilitation and therapeutic modalities; nutrition in health and disease; and diagnostic testing.

**MDA 133 Medical Office Laboratory Procedures**

2 Hours

Prerequisites: BIO 105, HIT 217, MDA 120, MDA 122, and admission into the Medical Assistant program or consent of the program director.

3 hours weekly (1-2)

Medical Office Laboratory Procedures introduces the medical assistant student to standard laboratory procedures within a medical office. Health and safety guidelines, types of laboratory testing, quality control, specimen collection, and uses of microscopes are included. Students will learn basic phlebotomy techniques and perform collection methods. Hematology, urinalysis, basic microbiology, and other specialty laboratory tests are reviewed.

**MDA 134 Externship**

3 Hours

Prerequisites: BIO 105, HIT 217, MDA 120, MDA 122, MDA 130, MDA 132, and MDA 133 with a minimum grade of "C".

11 hours weekly (1-10)

This course is a practical externship at ambulatory health care sites designed to reinforce classroom theory and applications for medical assisting students to gain hands-on experience.

