

## Medical Assistant (MDA)

### MDA 101 Orientation to Medical Assisting

1 Hours

Prerequisites: BUS 115, NAD 101 (or Work Waiver) with C or higher and MDA 101 with C or higher.

1 hour weekly (1-0)

This course introduces the student to the career path of becoming a Certified Medical Assistant. The student will gain knowledge in areas of professionalism, confidentiality, ethics, listening and communication skills and will be given an overview of program expectations in both administrative and clinical areas. Student will receive information packets, rules and regulations regarding clinical experiences and mandatory requirement information for vaccines, CPR certification, Drug Screening, Background Checks, HIPAA Laws, Bloodborne Pathogen education and the CMA Scope of Practice.

### MDA 128 Administrative Skills for Medical Assistant

8 Hours

Prerequisites: BUS 115, NAD 101 (or Work Waiver) with C or higher and MDA 101 with C or higher.

10 hours weekly (6-4)

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. 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, professionalism, electronic technology applications, documentation skills, Electronic Medical Records, bookkeeping procedures, legal and ethical concepts, insurance management and HIPAA components, patient education, facility management; community resources; and the frameworks for quality control and assurance are covered. Students will be able to evaluate their potential to succeed as a medical assistant and begin preparation for a CMA career by creating a professional resume, cover letter and reference page. They will also learn interview skills and participate in a Mock Interview situation.

### MDA 130 Pharmacology

3 Hours

Prerequisites: BIO 105, HIT 217, 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, 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, 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**

6 Hours

Prerequisites: BUS 115, NDA 101 and MDA 101 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. Lab hours for this course can be accomplished through Externship (160 hours) or Apprenticeship (2,000 hours)