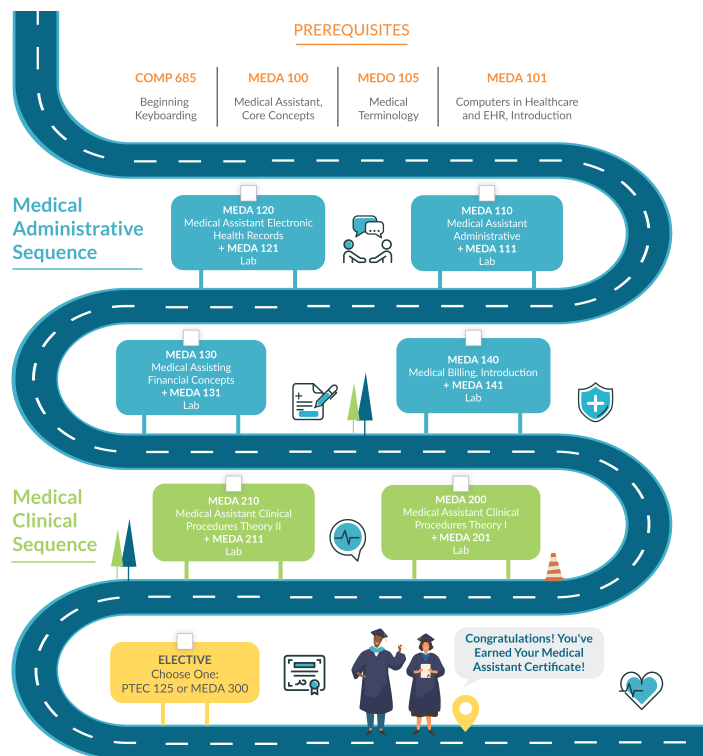


MEDICAL ASSISTANT



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

Elective Courses: (Required 36 Hours)		
Must choose one of two		
MEDA 300	Medical Assisting Simulation Lab and Certification Prep	108
PTEC 125	Human Relations for Healthcare Workers	36

Total Hours 504

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

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
Core Courses (Required 492 Hours)		
COMP 685	Computer Keyboarding - Beginning	36
MEDA 100	Medical Assistant, Core Concepts	36
MEDO 105	Medical Terminology	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

COMP 685 36 Hours

Computer Keyboarding - Beginning

Stop hunting and pecking at the keyboard with this short course. Learn the keyboard layout to build speed and accuracy. Course covers proper technique at the computer keyboard as well as 10-key keyboarding. Textbook Required. *(Apportionment)*

MEDA 100 36 Hours

Medical Assistant, Core Concepts

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. *(Apportionment)*

MEDA 101 36 Hours

Computers in Healthcare and EHR, Introduction

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. *(Apportionment)*

<p>MEDA 110 24 Hours Medical Assistant Administrative <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology. <i>Corequisite(s):</i> MEDA 111 Medical Assistant Administrative Lab. 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. (Apportionment)</p>	<p>MEDA 131 24 Hours Medical Assistant Financial Concepts Lab <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts. <i>Corequisite(s):</i> MEDA 130 Medical Assistant Financial 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. (Apportionment)</p>
<p>MEDA 111 24 Hours Medical Assistant Administrative Lab <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology. <i>Corequisite(s):</i> MEDA 110 Medical Assistant Administrative. 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. (Apportionment)</p>	<p>MEDA 140 24 Hours Medical Billing, Introduction <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEOC 210 Introduction of Computers for Health Care Workers. <i>Corequisite(s):</i> MEDA 141 Medical Billing Lab, Introduction. 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. (Apportionment)</p>
<p>MEDA 120 12 Hours Medical Assistant Electronic Health Records <i>Prerequisite(s):</i> 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. <i>Corequisite(s):</i> MEDA 121 Medical Assistant Electrical Health Records. 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. (Apportionment)</p>	<p>MEDA 141 24 Hours Medical Billing Lab, Introduction <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDA 101 Computers in Healthcare and EHR, or MEOC 210 Introduction of Computers for Health Care Workers. <i>Corequisite(s):</i> MEDA 140 Medical Billing, Introduction. 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. (Apportionment)</p>
<p>MEDA 121 24 Hours Medical Assistant Electronic Health Records Lab <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDO 105 Medical Terminology, and MEOC 210 Introduction of Computers for Health Care Workers. <i>Corequisite(s):</i> MEDA 120 Medical Assistant Electronic Health Records. 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. (Apportionment)</p>	<p>MEDA 200 18 Hours Medical Assistant Clinical Procedures Theory I <i>Prerequisite(s):</i> MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts. <i>Corequisite(s):</i> MEDA 201 Medical Assistant Clinical Procedures Lab I. 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. (Apportionment)</p>
<p>MEDA 130 24 Hours Medical Assistant Financial Concepts <i>Prerequisite(s):</i> COMP 685 Computer Keyboarding - Beginning, and MEDA 100 Medical Assistant, Core Concepts, and MEDO 105 Medical Terminology. <i>Corequisite(s):</i> MEDA 131 Medical Assistant Financial Concepts Lab. 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. (Apportionment)</p>	<p>MEDA 201 48 Hours Medical Assistant Clinical Procedures Lab I <i>Prerequisite(s):</i> MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts. <i>Corequisite(s):</i> 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. (Apportionment)</p>

MEDA 210 18 Hours**Medical Assistant Clinical Procedures Theory II**

Prerequisite(s): MEDA 200 Medical Assistant Clinical Procedures Theory I.

Corequisite(s): MEDA 211 Medical Assistant Clinical Procedures Lab II.

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. (Apportionment)

MEDA 211 48 Hours**Medical Assistant Clinical Procedures Lab II**

Prerequisite(s): MEDA 201 Medical Assistant Clinical Procedures Lab I.

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. (Apportionment)

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

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. (Apportionment)

MEDO 105 48 Hours**Medical Terminology**

(Formerly MEOC 104)

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. (Apportionment)

PTEC 125 36 Hours**Human Relations for Healthcare Workers**

(Formerly MEOC 135)

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. (Apportionment)