

# MEDICAL ASSISTING (MEDA)

<p><b>MEDA 100</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Medical Assistant, Core Concepts</b>            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. (<i>Apportionment</i>)</p>	<p><b>MEDA 121</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Electronic Health Records Lab</b>  <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. (<i>Apportionment</i>)</p>
<p><b>MEDA 101</b> <span style="float: right;"><b>36 Hours</b></span>  <b>Computers in Healthcare and EHR, Introduction</b>  <i>Prerequisite(s):</i> 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. (<i>Apportionment</i>)</p>	<p><b>MEDA 130</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Financial Concepts</b>  <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. (<i>Apportionment</i>)</p>
<p><b>MEDA 110</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Administrative</b>  <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. (<i>Apportionment</i>)</p>	<p><b>MEDA 131</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Financial Concepts Lab</b>  <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. (<i>Apportionment</i>)</p>
<p><b>MEDA 111</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Assistant Administrative Lab</b>  <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. (<i>Apportionment</i>)</p>	<p><b>MEDA 140</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Billing, Introduction</b>  <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. (<i>Apportionment</i>)</p>
<p><b>MEDA 120</b> <span style="float: right;"><b>12 Hours</b></span>  <b>Medical Assistant Electronic Health Records</b>  <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. (<i>Apportionment</i>)</p>	<p><b>MEDA 141</b> <span style="float: right;"><b>24 Hours</b></span>  <b>Medical Billing Lab, Introduction</b>  <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. (<i>Apportionment</i>)</p>

**MEDA 200 18 Hours**

**Medical Assistant Clinical Procedures Theory I**

*Prerequisite(s): MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.*

*Corequisite(s): 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*)

**MEDA 201 48 Hours**

**Medical Assistant Clinical Procedures Lab I**

*Prerequisite(s): MEDO 105 Medical Terminology, and MEDA 100 Medical Assistant, Core Concepts.*

*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. (*Apportionment*)

**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*)

---

---