

reference page with interview skills.

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

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. Communication skills professionalism, electronic technology applications,

MDA 129 Medical Insurance and Billing Procedures

3 Hours

Prerequisites: None

3 hours weekly (3-0)

This course provides study of the claim forms and billing guidelines set forth by major health insurance companies, Medicare, Medicaid, Workman's Compensation and military health funds. The learner will learn core competencies to efficiently manage the front office in a health-care setting.

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