

## Medical Assisting (MDAS)

### **MDAS 1110 Administrative Procedures for the Medical Office**

**3 Credits**

*Prerequisite: admission to the Medical Assisting and/or the Administrative Medical Office Assistant program, HLTH 1215 (can be taken concurrently).*

This course focuses on preparing for the career of medical assisting and administrative medical office assistant work. It addresses study skills, therapeutic communications, professional societies, and duties of medical office personnel, including screening and processing mail, scheduling and monitoring appointments, and the physical management of the office. Emphasis is placed on electronic technology used in today's medical practices.

(4 contact hours: 2 lecture, 2 lab)

### **MDAS 1150 Medical Office Insurance and Reimbursements**

**3 Credits**

*Prerequisite: Admission to Medical Assisting and/or Administrative Medical Office and/or Dental Assisting programs, HLTH 1215 (may be taken concurrently).*

This course focuses on the concept of medical insurance and billing procedures for the medical office. It includes the use of insurance terminology, types of insurance coverage, assignment of benefits, and claim forms preparation

(4 contact hours: 2 lecture, 2 lab)

### **MDAS 1210 Basic Patient Skills**

**2 Credits**

*Prerequisite: HLTH 1238, MDAS 1110, MDAS 1150.*

This course applies the theory and practice of common procedures in the physician's office related to the medical record and patient care. Students will learn the medical assistant role in patient charting and documenting in a patient's medical record, which includes performing patient screening using established office protocols, performing and documenting vital signs/anthropometric measurements, and common methods and instruments used to assist a physician during a physician exam.

(4 contact hours: 1 lecture, 3 lab)

### **MDAS 1220 Specialty Medical Assisting**

**3 Credits**

*Prerequisite: HLTH 1238, MDAS 1110, MDAS 1150.*

This course applies the theory and practice of common procedures in a physician's office related to pharmacology and specialty examinations. Students will discuss the medical assistant's role in identifying common pathology related to body systems, diagnostic measurements, treatment modalities, patient instruction, and the role of the medical assistant in preparation and administration of medications under the direction of a physician.

(7 contact hours: 1 lecture, 6 lab)

### **MDAS 1250 Medical Office Surgical Procedures**

**2 Credits**

*Prerequisite: HLTH 1238, MDAS 1110 or MDAS 1150.*

This course introduces students to surgical asepsis, instrumentation, common procedures, and sterilization procedures.

(3 contact hours: 1 lecture, 2 lab)

### **MDAS 1300 Physician Office Laboratory**

**2 Credits**

*Prerequisite: HLTH 1215, HLTH 1238, MDAS 1110.*

This course focuses on the fundamentals of laboratory procedures for students preparing for a career in Medical Assisting, including theory and practice in basic CLIA (Clinical Laboratory Improvement Amendment) waived tests, specimen transport, laboratory safety, and quality control.

(3 contact hours: 1 lecture, 2 lab)

### **MDAS 1700 Medical Assisting Practicum**

**3 Credits**

*Prerequisite: CPR-American Heart Association: Health Care Provider, successful completion of all other courses required in the Medical Assisting program, MDAS 1800 (must be taken concurrently).*

This course specializes in the application of skills acquired in previous medical assisting coursework. Students will gain experience in both administrative and clinical office procedures.

(15 contact hours: 15 clinical)

### **MDAS 1800 Medical Assisting Seminar**

**1 Credit**

*Prerequisite: successful completion of all other courses required in the Medical Assisting program, MDAS 1700 (must be taken concurrently).*

This course introduces issues and trends in medical assisting, government regulations, professional development, employment opportunities, interviewing techniques, resume writing, job seeking skills, and discussion of practicum experiences.

(1 contact hour)