

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 will prepare students to perform administrative functions in a medical office setting. It will develop the students to perform basic office management skills including managing a medical office safely and efficiently. Emphasis is placed on electronic technology used in today's medical practices to handle front office operations including scheduling and monitoring appointments. The professional societies and scope of practice for a Certified Medical Assistant will also be addressed in this course.
(5 contact hours: 2 lecture, 3 lab)

MDAS 1150 Medical Office Insurance and Reimbursements

3 Credits

Prerequisite: Admission to medical assisting and/or administrative medical office assistant programs, HLTH 1215 (may be taken concurrently).

This course will introduce students to basic finance practices, third party reimbursements, and procedural and diagnostic coding used in an ambulatory care setting. Students will have the opportunity to apply terminology, complete insurance forms, and apply coding methodologies using simulated medical billing software. Principles of bookkeeping, automated and manual patient financial accounting, collection techniques, employee payroll and banking procedures will also be introduced.
(4 contact hours: 2 lecture, 2 lab)

MDAS 1210 Basic Patient Skills

2 Credits

Prerequisite: HLTH 1215, HLTH 1238 may be taken concurrently.

This course applies theory and practice of medical assisting skills used in a physician's office, clinic or other ambulatory office related to pharmacology, patient examinations, nutrition, and wellness. Students will discuss the medical assistant's role in identifying common pathology related to body systems, diagnostic measurements, treatment modalities, patient education and administration of medication under the direction of a physician. Students will also learn to perform patient screening using established office protocols, perform and document vital signs, document in the medication record, and identify instruments commonly used in a medical office.
(4 contact hours: 1 lecture, 3 lab)

MDAS 1220 Specialty Medical Assisting

3 Credits

Prerequisite: HLTH1215, HLTH1238 may be taken concurrently, MDAS1110, MDAS1150.

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 1215, HLTH 1238 may be taken concurrently.

This course introduces students to minor office surgeries and procedures commonly performed in an ambulatory care setting. Instruction includes an introduction to infection control, aseptic techniques, and protective practices used in an ambulatory care setting. Students will also learn to assist in small in office surgeries, including recognizing instrumentation commonly used during these procedures and inventory and equipment maintenance.
(3 contact hours: 1 lecture, 2 lab)

MDAS 1300 Physician Office Laboratory

3 Credits

Prerequisite: HLTH 1215, HLTH 1238 may be taken concurrently, MDAS 1110, MDAS 1150.

This course provides medical assisting students with a foundational overview and practice of clinical and laboratory procedures completed in a physician's office and outpatient health care settings. The course incorporates concepts of critical thinking, safety, and infection control. The course will focus on laboratory testing, associated pathology, collection and processing of specimens that are aligned with Clinical Laboratory Improvement Amendment (CLIA) regulations and the Occupational Health and Safety Administration (OSHA). Laboratory testing will include urinalysis, microbiology and immunology testing, hematology test, chemistry tests. Procedures include venipuncture, capillary puncture and specimen collection for point-of-care testing.
(5 contact hours: 1 lecture, 4 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)