

MEDICAL ASSISTANT (MEDA)

MEDA 109 Pharmacology

(3 Credits, Fall)

Medical Assistant students will study drug therapy, including dosage calculations and principles for administering medications. Administration of medications will be implemented within clinical experience coursework and within the scope of practice. This course will be a combination of therapy and practical clinical experiences. PREREQ: Admission to the Medical Assistant program. (3 lecture hours, 0 lab hours, 3 credits)

MEDA 131 Medical Office Procedures

(3 Credits, Fall)

Students study medical law and ethics, communication and human relations, telephone procedures, scheduling appointments, and records management. The course also includes the study of professional fees and credit, collection, financial records, and health insurance. PREREQ: Admission to the Medical Assistant or Medical Administrative Support program. (3 lecture hours, 0 lab hours, 3 credits)

MEDA 201 Integrated Medical Procedures

(3 Credits, Spring)

Students will study medical office financial management. They will use medical information management software. The course also includes job skills and certification exam preparation. PREREQ: MEDA 109, MEDA 131, and MEDA 233 with a grade of C or higher. (3 lecture hours, 0 lab hours, 3 credits)

MEDA 220 Human Diseases

(3 Credits, Summer)

This course focuses on human diseases that are frequently first diagnosed or treated in the medical office or clinic setting. The course provides an overview of the disease process and is organized by a systems approach. It provides a description of diseases, etiology, signs and symptoms, diagnostic procedures, treatment, and prevention. PREREQ: Admission to the Medical Assistant program. (3 lecture hours, 0 lab hours, 3 credits)

MEDA 233 Clinical Procedures I

(5 Credits, Fall)

Students will learn to assist physicians in patient care including preparing patients for exams and assisting with procedures, using sterile technique, performing patient education, collecting and processing specimens, and performing laboratory and diagnostic tests. Learning multiple skills allows the student to work in a variety of patient care settings. PREREQ: Admission to the Medical Assistant program. (2 lecture hours, 6 lab hours, 5 credits)

MEDA 234 Clinical Procedures II

(3 Credits, Spring)

This course is a continuation of Clinical Procedures I. Second-semester students in the program will continue to develop their skills in clinical assisting with an emphasis on phlebotomy, EKGs, and laboratory tests and procedures. PREREQ: MEDA 233 with a grade of C or higher. (1 lecture hours, 4 lab hours, 3 credits)

MEDA 235 Medical Assistant Practicum

(5 Credits, Spring)

Students are placed in a physician's office for a 180-hour non-paid work experience. During the practicum, students are supervised and evaluated on technical, administrative, and clinical course competencies. PREREQ: MEDA 109, MEDA 131, and MEDA 233 with a grade of C or higher. COREQ: MEDA 201, MEDA 234, and MEDA 236. (0 lecture hours, 15 lab hours, 5 credits)

MEDA 236 Phlebotomy

(4 Credits, Spring)

This course provides the student with the knowledge and skills needed for specimen collection in health care facilities. The fundamentals of blood drawing and testing will be taught. Students will be performing venous and capillary blood withdrawal techniques. The students will be trained in blood testing that is commonly used in health care facilities. Phlebotomy and laboratory quality control measures will be emphasized throughout this course. The use of aseptic technique and universal precaution procedures will be taught as a standard element of all procedures. PREREQ: MEDA 109, MEDA 131, and MEDA 233 with a grade of C or higher. (2 lecture hours, 4 lab hours, 4 credits)

MEDA 237 Ethics for Medical Professionals

(3 Credits, Fall/Summer)

Introduction to professional and ethical behaviors of healthcare team members. Emphasis is placed on the recognition of ethical and unethical behaviors, as well as techniques that may be used to help resolve personal conflict and ethical dilemmas. (3 lecture hours, 0 lab hours, 3 credits)

Refer to How to Read Course Descriptions for an explanation of elements found in the course descriptions above.