

MEDICAL ASSISTANT (MEDA)

QUICK FACTS: MEDA COURSES

- **Instructional School:** Health
- **Department:** Health Professions

MEDA 108 Pharmacology

(2 Credits, Fall/Spring)

Introduction to the study of 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: Medical Assistant major and placement into ENGL 101P or higher. PRE/COREQ: MEDA 132, MEDA 240, and MEDA 242. (2 lecture hours, 0 lab hours, 2 credits)

MEDA 132 Medical Office Procedures

(4 Credits, Fall/Spring)

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. This course is cross-listed with MADM 132. PREREQ: Medical Assistant major. PRE/COREQ: MEDA 108, MEDA 240, and MEDA 242. (4 lecture hours, 0 lab hours, 4 credits)

MEDA 201 Medical Assisting Professional Development

(3 Credits, Spring/Summer)

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 108, MEDA 132, MEDA 240, and MEDA 242 with a grade of C or higher. PRE/COREQ: MEDA 243. (3 lecture hours, 0 lab hours, 3 credits)

MEDA 220 Human Diseases

(3 Credits, Varies)

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: Medical Assistant major. (3 lecture hours, 0 lab hours, 3 credits)

MEDA 237 Ethics for Medical Professionals

(3 Credits, Fall)

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)

MEDA 240 Health Insurance and Billing

(3 Credits, Fall/Spring)

Introduction to health insurance rules and guidelines as they relate to billing in both the outpatient physician office setting and the inpatient/outpatient hospital setting. This course is designed to emphasize the revenue cycle - ten steps that clearly identify all the components needed to successfully manage the medical insurance claims process. This course is cross-listed with MADM 240. PREREQ: Medical Assistant major. PRE/COREQ: MEDA 108, MEDA 132, and MEDA 242. (3 lecture hours, 0 lab hours, 3 credits)

MEDA 242 Clinical Procedures I

(7 Credits, Fall/Spring)

Students will learn about different body systems and organs in order to obtain the knowledge required to assist physicians in patient care. Tasks may include preparing patients for exams, assisting with procedures, using sterile techniques, 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: Medical Assistant major. PRE/COREQ: MEDA 108, MEDA 132, and MEDA 240. (3 lecture hours, 8 lab hours, 7 credits)

MEDA 243 Clinical Procedures II

(7 Credits, Spring/Summer)

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 242 with a grade of C or higher. PRE/COREQ: MEDA 201. (3 lecture hours, 8 lab hours, 7 credits)

MEDA 245 Medical Assistant Practicum

(6 Credits, Fall/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 108, MEDA 132, MEDA 240, and MEDA 242 with a grade of C or higher. PRE/COREQ: MEDA 201 and MEDA 243. (0 lecture hours, 18 lab hours, 6 credits)

Refer to [How to Read Course Descriptions](#) for an explanation of elements found in the course descriptions above.