

# MEDICAL ASSISTING

- Community Health Worker, Certificate of Achievement
- Medical Assisting, Associate in Science
- Medical Assisting, Certificate of Achievement
- Medical Insurance and Coding Specialist, Associate in Science
- Medical Insurance and Coding Specialist, Certificate of Achievement
- Medical Office Administration, Associate in Science
- Medical Office Administration, Certificate of Achievement
- Personal Wellness and Health Professions, Certificate of Training

## Medical Assisting (MEDA)

### MEDA 90 - Independent Study (0.5-4 units)

*Letter Grade (LG) or Pass/No Pass (P/NP) • Total hours: 25.5-204 hours lab*  
Portions of instruction may be offered online; may also be offered fully online.

*Advisory: Completion of or concurrent enrollment in ENGL 1A or ENGL 1AE*  
*Credit transferable: Transfers to CSU*

### MEDA 100 - Introduction to Health Careers (1 unit)

*Letter Grade (LG) Only • Total hours: 17 hours lecture*  
This course explores a variety of health professions and what it takes to be successful in a health career. May be offered fully online.

*Advisory: Completion of or concurrent enrollment in ENGL 1A*  
*Credit transferable: Non-transferable*  
*GE Credit: MPC E2 Career Exploration*

### MEDA 101 - Ethics, Law and IT Security in the Medical Office (3 units)

*Letter Grade (LG) Only • Total hours: 51 hours lecture*  
This course is a study of medical ethics, jurisprudence, and professional relations relative to medical office practice. It also covers basic security threats and safeguards as they apply to HIPAA rules. This course is open to non-majors. Portions of instruction may be offered online; may also be offered fully online.

*Advisory: Completion of or concurrent enrollment in ENGL 1A*  
*Credit transferable: Non-transferable*

### MEDA 105 - Medical Terminology (4 units)

*Letter Grade (LG) Only • Total hours: 68 hours lecture*  
This course provides a systematic foundation of medical language with emphasis on its practical applications in the healthcare setting. Students learn to analyze, spell, and pronounce medical terms and apply them appropriately in context. Portions of instruction may be offered online; may also be offered fully online.

*Advisory: Completion of or concurrent enrollment in ENGL 1A*  
*Credit transferable: Non-transferable*

### MEDA 110 - Medical Office Management (3 units)

*Letter Grade (LG) Only • Total hours: 34 hours lecture; 51 hours lab*  
This course presents medical office administrative procedures with emphasis on patient reception, schedule coordination, financial practices, telephone techniques, and written communication, as well as general office and personnel management. Portions of instruction may be offered online; may also be offered fully online.

*Prerequisite(s): CSIS 50 and 50L*

*Advisory: Completion of or concurrent enrollment in ENGL 1A or ENGL 1AE; 35 wpm typing skills*

*Credit transferable: Non-transferable*

### MEDA 112 - Medical Office Computer Applications (2 units)

*Pass/No Pass (P/NP) Only • Total hours: 17 hours lecture; 51 hours lab*  
This course provides students with an overview of health IT and the practical use of medical office software, including practice management and electronic medical records. Portions of instruction may be offered online; may also be offered fully online.

*Prerequisite(s): CSIS 50 and CSIS 50L*

*Advisory: Completion of or concurrent enrollment in ENGL 1A; MEDA 105*  
*Credit transferable: Non-transferable*

### MEDA 113 - Medical Procedure Coding (3 units)

*Letter Grade (LG) or Pass/No Pass (P/NP) • Total hours: 34 hours lecture; 51 hours lab*

This course introduces the student to theory and procedure of accurately and legally coding for medical procedures, an increasingly essential healthcare communication system. Using simulated medical/billing records, the CPT-4, HCPCS, and CMS guidelines are broadly utilized to develop practical skills and proficiency. Portions of instruction may be offered online; may also be offered fully online.

*Advisory: Completion of or concurrent enrollment in ENGL 1A; MEDA 105*  
*Credit transferable: Non-transferable*

### MEDA 114 - Medical Insurance Management (2 units)

*Letter Grade (LG) Only • Total hours: 34 hours lecture; 17 hours lab*  
This course is a study of medical insurance programs and claims preparation. It also provides an overview of procedural and diagnostic coding systems. Portions of instruction may be offered online; may also be offered fully online.

*Advisory: Completion of or concurrent enrollment in ENGL 1A; MEDA 105*  
*Credit transferable: Non-transferable*

### MEDA 116 - Medical Linguistics and Transcription (2 units)

*Pass/No Pass (P/NP) Only • Total hours: 17 hours lecture; 51 hours lab*  
This course introduces students to medical transcription, voice recognition editing, and scribing using current computer software. Students listen to dictation and type/format/edit medical reports spanning a variety of specialties. Portions of instruction may be offered online; may also be offered fully online.

*Prerequisite(s): CSIS 50 and 50L; MEDA 105*

*Advisory: Advisories: ANAT 5; MEDA 118; 35 wpm typing skills*  
*Credit transferable: Non-transferable*

**MEDA 117 - ICD 10 Coding (3 units)**

*Letter Grade (LG) Only • Total hours: 34 hours lecture; 51 hours lab*

This course introduces the student to the principles, format, conventions, and rules and guidelines of the ICD-10 diagnostic coding system used to represent healthcare services for statistics and reimbursement. Students develop practical skills for accurate ICD-10 code assignment and proficiency using the ICD-10-CM manual. Included in the course is a comparison of the ICD-9 to ICD-10. Portions of instruction may be offered online; may also be offered fully online.

*Advisory: ANAT 5; MEDA 105*

*Credit transferable: Non-transferable*

**MEDA 118 - Pharmacology and Human Diseases (3 units)**

*Letter Grade (LG) Only • Total hours: 51 hours lecture*

This course offers a survey of drugs commonly used in the medical field: nomenclature, sources, preparations, dosages and administration, therapeutic uses, side effects, and storage. Open to non-majors. May be offered fully online.

*Advisory: ANAT 5; MATH 261; MEDA 105; completion of or concurrent enrollment in ENGL 1A*

*Credit transferable: Non-transferable*

**MEDA 120 - Medical Assisting Clinical Techniques I (3 units)**

*Letter Grade (LG) Only • Total hours: 34 hours lecture; 51 hours lab*

This course provides the foundational skills and concepts necessary for the practice of medical assisting, including an overview of human needs in health and disease, therapeutic communication, applicable government regulations, lab safety, instrument care, asepsis, and sterile technique. Students learn how to obtain and document accurate patient data and assist in examinations and surgical procedures. Portions of instruction may be offered online; may also be offered fully online.

*Corequisite(s): MEDA 105*

*Advisory: Completion of or concurrent enrollment in ENGL 1A or ENGL 1AE*

*Credit transferable: Non-transferable*

**MEDA 121 - Medical Assisting Clinical Techniques II (3 units)**

*Letter Grade (LG) Only • Total hours: 34 hours lecture; 51 hours lab*

Building upon the knowledge obtained in MEDA 120, this course provides a practical approach to common signs/symptoms, pathologies, diagnostic tests and treatments by medical specialty. Students gain appreciation for the interrelation of body systems and recognize the importance of teamwork in patient-centered healthcare. Portions of instruction may be offered online; may also be offered fully online.

*Prerequisite(s): MEDA 105; MEDA 120*

*Pre/Corequisite(s): ANAT 5*

*Credit transferable: Non-transferable*

**MEDA 122 - Medical Assisting Clinical Techniques III (3 units)**

*Letter Grade (LG) Only • Total hours: 34 hours lecture; 51 hours lab*

In this course, advanced medical assisting students further apply medical theory in the context of direct patient care. Instruction includes medication administration, dosage calculations, microbiology and immunology, specimen collection/processing, and lab report interpretation. Throughout the three-course clinical techniques series, students develop professional maturity and a basic understanding of the complexities of healthcare, health risks, and comorbidities, as well as chronic disease management. Having met all required competencies, students prepare for externships and the national certification (RMA through AMT) exam. Portions of instruction may be offered online; may also be offered fully online.

*Prerequisite(s): MEDA 121*

*Pre/Corequisite(s): MEDA 118*

*Credit transferable: Non-transferable*

**MEDA 123 - Medical Assisting Certification Review (2 units)**

*Pass/No Pass (P/NP) Only • Total hours: 34 hours lecture*

This course prepares medical assistants for the credentialing exams through American Medical Technologists (for the Registered Medical Assistant, RMA, credential), American Association of Medical Assistants (for the Certified Medical Assistant, CMA, credential) or California Certifying Board of Medical Assistants (for the California Certified Medical Assistant, CCMA, credential). May be offered fully online.

*Advisory: Completion of a formal medical assisting program and/or prior work experience as a medical assistant.*

*Credit transferable: Non-transferable*

**MEDA 130 - Medical Assisting Externship (3 units)**

*Pass/No Pass (P/NP) Only • Total hours: 160 hours lab*

This course emphasizes the practical application of skills and knowledge acquired in the medical assisting program. Following a preparatory lab and pending procurement of an instructor-approved externship spot in a medical facility, each student completes 160 hours of clinical experience by arrangement. Class also meets weekly on campus to share experiences and report on progress.

*Enrollment limitation(s): Instructor referral and/or approval required to participate.*

*Credit transferable: Non-transferable*

**MEDA 140 - Medical Assisting Apprenticeship Capstone (3 units)**

*Pass/No Pass (P/NP) Only • Total hours: 160 hours lab*

This course is restricted to students completing the medical assisting apprenticeship program. With emphasis on the practical application of skills and knowledge gained through coursework and on-the-job training, this capstone course is to be completed during the final phase of the apprentice's required on-the-job training in a medical facility. Instructor approval is required to enroll.

*Enrollment limitation(s): Instructor referral and/or approval required to participate.*

*Credit transferable: Non-transferable*

**MEDA 251 - Community Health Worker Level 1 (3 units)**

*Letter Grade (LG) or Pass/No Pass (P/NP) • Total hours: 34 hours lecture; 51 hours lab*

This course provides an overview of the healthcare industry and introduces the student to the role of a community health worker. Tools for patient engagement, communication, outreach and case management are explored through scenarios and projects. Portions of instruction may be offered online; may also be offered fully online.

*Credit transferable: Non-transferable*