## MDA MEDICAL ASSISTING

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<tr>
<th>Course Code</th>
<th>Title</th>
<th>Hr/Wk</th>
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<tbody>
<tr>
<td>MDA.100</td>
<td>Fundamentals of Medical Assisting</td>
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<td>MDA.101</td>
<td>Intro to Management of Medical Office</td>
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<td>MDA.115</td>
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### MDA.100 Fundamentals of Medical Assisting

This course introduces the student to the professional role and responsibilities of a medical assistant. Emphasis is placed on communication skills and interpersonal relationships in the clinical environment. Legal and ethical considerations are also covered as they relate to medical practice. Special attention is given to issues associated with patient privacy and confidentiality, including a review of HIPAA regulations.

- Offered: Fall or Spring
- Applicable toward graduation at Sandburg where program structure permits:
  - Degree or Certificate: AAS, AGS and Certificates where applicable.
  - General Education – Not Applicable

### MDA.115 Clinical Medical Assisting 1

This course will introduce the student to the clinical aspects of a medical office environment. The student will learn how to assist the physician in the general examination and treatment of patients, take vital signs, collect health information, and perform basic screening procedures. The course will cover the principles of infection control, including the use of standard precautions and adherence to OSHA guidelines. Patient education/instruction will also be emphasized.

- Offered: Fall or Spring
- Applicable toward graduation at Sandburg where program structure permits:
  - Degree or Certificate: AAS, AGS and Certificates where applicable.
  - General Education – Not Applicable

### MDA.120 Financial Procedures in the Medical Off.

Students will explore the financial aspects of a medical office and develop an understanding of coding, billing and third-party reimbursement processes. A basic introduction to banking services and office accounting procedures is also included.

- Offered: Fall or Spring
- Applicable toward graduation at Sandburg where program structure permits:
  - Degree or Certificate: AAS, AGS and Certificates where applicable.
  - General Education – Not Applicable

### MDA.125 Clinical Medical Assisting 2

This course expands on the clinical skills learned in MDA 115 by focusing on the duties and responsibilities of a medical assistant employed in a specialty practice. Students will cover examinations, tests and treatments that are common to each specialized clinical practice area. Emphasis will also be placed on the study of disorders and diseases relevant to each medical specialty or associated body system.

- Offered: Fall or Spring
- Applicable toward graduation at Sandburg where program structure permits:
  - Degree or Certificate: AAS, AGS and Certificates where applicable.
  - General Education – Not Applicable

### MDA.127 Clinical Laboratory Procedures

This course provides instruction in clinical laboratory procedures typically performed by medical assistants. Students are taught collection and processing of specimens as well as the performance of selected laboratory tests. Basic instruction in venous and capillary puncture (phlebotomy) is included in the course.

- Offered: Fall or Spring
- Applicable toward graduation at Sandburg where program structure permits:
  - Degree or Certificate: AAS, AGS and Certificates where applicable.
  - General Education – Not Applicable
In this course, students are provided with a basic introduction to the administrative responsibilities associated with managing a medical practice. The development of problem solving skills is emphasized as issues related to personnel, office policies/procedures, and customer service are presented.

Offered: Fall or Summer

Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education – Not Applicable

This course provides Medical Assisting students with the opportunity to participate in a clinical externship. Under the supervision of a clinical preceptor, students will gain experience in a local medical facility. The course also includes an orientation prior to assignment and a one week review seminar at the completion of the rotation.

Offered: Fall or Summer

Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: AAS, AGS and Certificates where applicable.

General Education – Not Applicable