MDA MEDICAL ASSISTING

Courses

**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.101 Intro to Management of Medical Office**  
This course will provide an introduction to the administrative responsibilities associated with management of a medical office. Students will be exposed to issues relevant to personnel, office policies and procedures, conflict resolution, and customer service.

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

**MDA.110 Adm Procedures in Medical Assisting**  
In this course Medical Assisting students are instructed in the performance of clerical and administrative office procedures. Verbal and written communication skills will be stressed as students study patient reception techniques, appointment scheduling, and medical records management.

Offered: Fall or Spring
Prerequisites: BOC.107
Applicable toward graduation at Sandburg where program structure permits:
Degree or Certificate: AGS and Certificates where applicable.
General Education – Not Applicable

**MDA.112 Pharmacology & Medication Administration**  
This course provides the cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies of medication administration typically performed by medical assistants; and introduces the student to the principles of pharmacology: classifications of medications, indications for use, desired effects, side effects, and adverse reactions of commonly prescribed drugs. The student will learn the professional role and legal responsibilities of the medical assistant in administration of medication. The student will learn abbreviations and symbols used in calculating medication dosages, systems of measurement, how to convert among measurement systems, how to calculate medication dosages, guidelines for preparation and administration of medication, routes of administration, and techniques of administration. This course is composed of 24 theory hours and 16 laboratory hours.

Offered: Fall or Spring or Summer
Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: Medical Assistant Certificate, AAS Degree
General Education: Not Applicable
General Education – Not Applicable

**MDA.114 Administrative Procedures I**  
This course is the first part of the administrative component of the Medical Assistant's cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies that introduces the student to the professional role and responsibilities of a medical assistant within the health care system. Emphasis on verbal and written communication skills and interpersonal relationships will take place as the students learn to perform the following administrative procedures: reception techniques, telephone techniques, medical office computerization, scheduling appointments, and medical record management utilizing a simulated medical office environment. The student will also learn about legal and ethical issues related to medical practice; medical assistant's scope of practice; patient privacy and confidentiality; office policies and procedures; and safety and liability considerations as they relate to the operation of a medical office. This course is composed of 40 theory hours and 16 laboratory hours.

Offered: Fall or Spring or Summer
Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: Medical Assistant Certificate, AAS Degree
General Education: Not Applicable
General Education – Not Applicable

**MDA.115 Clinical Medical Assisting I**  
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.116 Clinical Procedures I**

This course introduces the clinical component of the Medical Assistant's cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies 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, emergency preparedness protection practices, and emergency medical procedures and first aid. Patient education and clinical documentation will also be emphasized. The student will acquire CPR certification healthcare provider level during this course. This course is composed of 32 theory hours and 32 laboratory hours.

Offered: Fall or Spring or Summer
Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: Medical Assistant Certificate, AAS Degree
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 Procedures II**

This course is the second part of the clinical component of the Medical Assistant's cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies of a medical office environment. The student will learn how to assist the physician in specialized areas of practice. The student will learn about specialty examinations and procedures. The course will cover principles of sterilization and disinfection, minor office surgery procedures, wounds, sterile dressing changes, and instruments used in minor office surgery. The student will also learn disorders and diseases relevant to each medical specialty or associated body system and introduction to nutrition. This course is composed of 48 theory hours and 32 laboratory hours.

Offered: Fall or Spring or Summer
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 the cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies of clinical laboratory procedures typically performed by medical assistants. The student will learn about Clinical Laboratory processes; collecting, handling, and transporting specimens; CLIA waived laboratory testing; quality control; and laboratory safety. The student will learn and perform phlebotomy venipunctures and capillary punctures. This course includes an introduction to hematology, blood chemistry and immunology, and medical microbiology. This course is composed of 32 theory hours and 32 laboratory hours.

Offered: Fall or Spring or Summer
Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: Medical Assistant Certificate, AAS Degree
General Education: Not Applicable

**MDA.200 Management of the Medical Office**

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

**MDA.205 Medical Assisting Practicum**

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
MDA.216 Administrative Procedures II

This course is the second part of the administrative component of the Medical Assistant’s cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies that covers the financial aspects of a medical office and develops an understanding of coding, billing and third party reimbursement processes. A basic introduction to the daily financial activities and office accounting procedures, learning how to compile a patient charge slip, post patient charges, post patient payments, and other banking activities. Emphasis is placed on performing current procedural coding (CPT) codes, and diagnosis coding ICD-9 and ICD-10 CM Manual. Students will be introduced to health insurance, health insurance reimbursement, types of insurance, submitting insurance claim forms, and tracking insurance reimbursement. Students will also learn about billing and collections procedures. This course is composed of 48 theory hours and 32 laboratory hours.
Offered: Fall or Spring or Summer
Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: Medical Assistant Certificate, AAS Degree
General Education: Not Applicable.
General Education – Not Applicable

MDA.220 Medical Assistant Externship

This course provides students with the opportunity to participate in a clinical externship. Students will experience 180-240 hours of clinical experience under the supervision of a clinical preceptor. Students will gain experience in a local medical facility allowing practical application of medical assistant principles (knowledge), psychomotor (skills), and affective (behavior) attained throughout the Medical Assistant program. This course also includes an orientation to the medical facility and a medical assistant exam review. The student will be required to take an exit competency exam at completion of the course. This course is composed of 16 theory hours and 180-240 clinical/laboratory hours.
Offered: Fall or Spring or Summer
Applicable toward graduation at Sandburg where program structure permits: Degree or Certificate: Medical Assistant Certificate, AAS Degree
General Education: Not Applicable.
General Education – Not Applicable