

# MDCA - MEDICAL ASSISTING

**MDCA 1000 Basic Medical Assistant Technology 0.7-3.2 Credit Hours (7 to 32 Lec)**

**MDCA 1013 Medical Terminology 3.2-8 Credit Hours (32 to 80 Lec)**

**MDCA 1043 Medical Insurance 4.8-12.8 Credit Hours (48 to 128 Lec)**

**MDCA 1154 Certified Medical Assisting Credentialing Exam Review 1 Credit Hour (1 Lec)**

A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams. Corequisite - MDCA 1361  
Course Type: Technical/Vocational Course  
Corequisite: MDCA 1361

**MDCA 1160 Clinical I - Medical/Clinical Assistant 1 Credit Hour (6 Lab)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite - Acceptance into the Medical Assistant program Corequisite - HPRS 104, MDCA 1310, MDCA 1321, MDCA 1343  
Corequisite: HPRS 1204, MDCA 1310, MDCA 1321, MDCA 1343

**MDCA 1161 Clinical II - Medical/Clinical Assistant 1 Credit Hour (6 Lab)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite - Completion of semester 1 courses in the Medical Assistant curriculum with a "C" or better. Corequisites - HPRS 1210, MDCA 1302, MDCA 1417  
Corequisite: HPRS 1210, MDCA 1302, MDCA 1417

**MDCA 1162 Clinical III - Medical/Clinical Assistant 1 Credit Hour (6 Lab)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite - Completion of semester 2 courses in the Medical Assistant curriculum with a "C" or better.

**MDCA 1254 Medical Assisting Credentialing Exam Review 2 Credit Hours (2 Lec)**

A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams. Prerequisite - MDCA 1348, MDCA 1452 Corequisite - MDCA 1361  
Course Type: Technical/Vocational Course  
Corequisite: MDCA 1361

**MDCA 1260 Clinical Medical Clinical Assistant 2 Credit Hours (10 Lab)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.  
Course Type: Technical/Vocational Course

**MDCA 1302 Human Disease Pathophysiology 3 Credit Hours (3 Lec)**

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. Prerequisite: Completion of semester 1 courses in the Medical Assistant Curriculum  
Course Type: Technical/Vocational Course

**MDCA 1305 Medical Law and Ethics 3 Credit Hours (3 Lec)**

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in health care settings.  
Course Type: Technical/Vocational Course

**MDCA 1310 Medical Assistant Interpersonal Communication Skills 3 Credit Hours (3 Lec)**

Emphasis on the application of basic psychological principles and the study of behavior as they apply to special populations. Topics include procedures for self-understanding and social adaptability in interpersonal communication with patients and co-workers in an ambulatory care setting. Prerequisite: Acceptance into the MA Program and MDCA1313, MDCA 1409 Corequisite: MDCA 1321, MDCA 1343.  
Course Type: Technical/Vocational Course  
Corequisite: MDCA 1321, MDCA 1343

**MDCA 1313 Medical Terminology 3 Credit Hours (3 Lec)**

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.  
Course Type: Technical/Vocational Course

**MDCA 1321 Administrative Procedures 3 Credit Hours (2 Lec, 4 Lab)**

Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office. Prerequisite: Acceptance into the MA Program and MDCA 1313, MDCA 1409  
Course Type: Technical/Vocational Course

**MDCA 1343 Medical Insurance 3 Credit Hours (2 Lec, 2 Lab)**

Emphasizes medical office coding for payment and reimbursement by patient or third party payers for health care settings.  
Course Type: Technical/Vocational Course  
Corequisite: MDCA 1310, MDCA 1321

**MDCA 1348 Pharmacology and Administration of Medications 3 Credit Hours (2 Lec, 4 Lab)**

Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Prerequisite: MDCA 1162  
Course Type: Technical/Vocational Course

**MDCA 1352 Medical Asst Lab Procedures 3 Credit Hours (2 Lec, 4 Lab)**

Waived procedures stated in the Current Clinical Laboratory Improvement Act (CLIA). Includes blood collection, specimen handling, identification of normal ranges, quality assurance, and quality control. End-of-Course Outcomes: Demonstrate venipuncture and skin puncture technique; demonstrate compliance with Standard Precautions and OSHA guidelines; CLIA waived laboratory tests; label and handle all biologic specimens; perform equipment maintenance and troubleshooting; demonstrate quality assurance and quality control procedures.

Prerequisites Completion of the MA Basic Certificate Corequisites: MDCA1417, MDCA 1348.

Course Type: Technical/Vocational Course

**MDCA 1360 Clinical Medical Assistant Administrative 3 Credit Hours (15 Lab)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. End-of-Course Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions with and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry; demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. Prerequisites: Basic Certificate, Clinical Certificate, all courses in 3rd semester of MA Program.

Course Type: Technical/Vocational Course

**MDCA 1361 Clinical IV Medical/Assistant Clinical 3 Credit Hours (10 Lab)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. Prerequisite: Completion of all courses in the Medical Assistant curriculum.

Course Type: Technical/Vocational Course

**MDCA 1409 Anatomy and Physiology for Medical Assistants 4 Credit Hours (3 Lec, 2 Lab)**

Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

Course Type: Technical/Vocational Course

**MDCA 1417 Procedures in a Clinical Setting 4 Credit Hours (2 Lec, 6 Lab)**

Emphasis on patient assessment, examination, and treatment as directed by the physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for health care settings.

Course Type: Technical/Vocational Course

**MDCA 1452 Medical Assistant Laboratory Procedures 4 Credit Hours (2 Lec, 4 Lab)**

Application of governmental health care guidelines. Includes specimen collection and handling, quality assurance and quality control in performance of Clinical Laboratory Improvement Amendments (CLIA)-waived laboratory testing. Prerequisite: MDCA 1162

Course Type: Technical/Vocational Course

**MDCA 1491 Special Topics in Medical Assistant 4 Credit Hours (4 Lec, 1 Lab)**

This course is designed to develop specific basic skills and behaviors required of an entry level medical office employee. Content will include reception, communication, and customer service. Examples of topics are medical professionalism, patient oriented etiquette and ethics. End-of-Course Outcomes: 1. Describe the attributes of a professional medical office assistant including professionalism, effective communication, patient relationship, office etiquette, and interpersonal skills. 2.

Demonstrate appropriate techniques required of the professional medical office assistant including communication skills, telephone manners, office etiquette, and interpersonal skills. The student will also demonstrate behaviors that foster positive patient relationships.

Course Type: Technical/Vocational Course

**MDCA 2663 Clinical Medical Assistant 6 Credit Hours (30 Lab)**

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. End-of-Course Outcomes: As outlined in the learning plan, the student will apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions with and among political, economic, environmental, social, and legal systems associated with the particular occupation and the business/industry; demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable language of the occupation and the business or industry. Prerequisites: MDCA 1321, MDCA 1417, MDCA 1343, MDCA 1352, and HPRS 2300.

Course Type: Technical/Vocational Course