

# MEDICAL ASSISTANT (MDCA)

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## MDCA 1154

### Medical Assisting Credentialing Exam Review

CRT HRS:1 LEC HRS:1 LAB HRS:0 OTH HRS:0

This course provides preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.

*Prerequisites: Completion of MDCA 1348 and MDCA 1317 with a grade of "C" or better; concurrent enrollment in MDCA 1167.*

## MDCA 1166

### Practicum I

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:9

This course provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Admission to the program; completion of NAH Division Clinical Requirements; completion of HITT 1305, MDCA 1321, MDCA 1205 with a grade of "C" or better; concurrent enrollment in or completion of MDCA 1343 and POFM 1400 with a grade of "C" or better.*

## MDCA 1167

### Practicum II

CRT HRS:1 LEC HRS:0 LAB HRS:0 OTH HRS:8

This course is a continuation of MDCA 1166-Practicum I. It provides practical, general workplace training supported by an individualized learning plan developed by the employer, college and the student.

*Prerequisite: Completion of MDCA 1352, MDCA 1348, MDCA 1317, ECRD 1111, and PLAB 1223 with a grade of "C" or better; concurrent enrollment in MDCA 1154; completion of NAH Division Clinical Requirements.*

## MDCA 1205

### Medical Law and Ethics

CRT HRS:2 LEC HRS:2 LAB HRS:0 OTH HRS:0

This course provides instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.

*Prerequisite: Admission to the program.*

## MDCA 1309

### Anatomy & Physiology for Medical Assistants

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course is an emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

*Prerequisite: Completion of MDCA 1166 with a grade of "C" or better.*

## MDCA 1317

### Procedures in a Clinical Setting

CRT HRS:3 LEC HRS:2 LAB HRS:3 OTH HRS:0

This course places emphasis on patient assessment, examination and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

*Prerequisite: Completion of MDCA 1166 with a grade of "C" or better.*

## MDCA 1321

### Administrative Procedures

CRT HRS:3 LEC HRS:2 LAB HRS:2 OTH HRS:0

This is a course in 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: Admission to the program.*

## MDCA 1343

### Medical Insurance

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

This course emphasizes medical office coding procedures for payment and reimbursement by patient or third party payers for ambulatory care settings.

*Prerequisite: Admission to the program or Program Chair approval for BAT-MHSM majors.*

## MDCA 1348

### Pharmacology and Administration of Medications

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

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: Completion of MDCA 1166 with a grade of "C" or better.*

## MDCA 1352

### Medical Assistant Laboratory Procedures

CRT HRS:3 LEC HRS:2 LAB HRS:4 OTH HRS:0

Emphasis in this course is on application of governmental health care guidelines and includes specimen collection and handling, quality assurance, and quality control.

*Prerequisite: Completion of MDCA 1166 with a grade of "C" or better.*

## MDCA 2266

### CAPSTONE: Practicum III

CRT HRS:2 LEC HRS:0 LAB HRS:0 OTH HRS:16

This course provides advanced practical, general workplace training supported by an individualized learning plan developed by the employer, college, and the student.

*Prerequisite: Completion of MDCA 1167 with a grade of "C" or better; concurrent enrollment in or completion of Humanities Elective, SPAN 1411, ENGL 1301, and Math/Natural Science Elective with a grade of "C" or better; concurrent enrollment in or completion of POFM 2310 with a grade of "C" or better; completion of NAH Division Clinical Requirements.*