

# MEDICAL ASSISTING (MDAS)

## MDAS 101, FUNDAMENTAL PROCEDURES 3 (4)

This course is an orientation to medical assisting and the role of the medical assistant. Instruction in the skills necessary to work in the medical field as an assistant to the physician. Emphasis is on aseptic technique, infection control and sterilization. In addition, first aid and CPR training are covered. Laboratory required. (A special fee will be assessed.)

Prerequisites: High School Graduate.

**General Education:** IN1, IN2, IN3, IN5

**Course Entry Requirement(s):** Prerequisite: High School Graduate and acceptance into the Medical Assisting Program

**Typically Offered:** Fall Semester

## MDAS 102, INSURANCE AND CODING IN THE MEDICAL OFFICE 3 (4.2)

Introduction to Medical Insurance including Workers' Compensation and Disability Compensation Programs. Provides a comprehensive overview of CPT-4 and ICD-9CM coding. Prerequisites: High School Graduate.

**General Education:** IN1, IN2

**Course Entry Requirement(s):** Prerequisite: High School Graduate

**Typically Offered:** Fall Semester

## MDAS 103, BASIC ADMINISTRATIVE MEDICAL ASSISTING FUNCTIONS 1 (1.5)

Introduction to the skills necessary for work in the medical field as an assistant to the physician. Includes basic administrative skills such as scheduling appointments, inpatient and outpatient procedures and organizing and filing medical records. Laboratory required. (A special fee will be assessed.) Prerequisite: High School Graduate.

**General Education:** IN1, IN2

**Course Entry Requirement(s):** Prerequisite: High School Graduate

**Typically Offered:** Fall Semester

## MDAS 104, BOOKKEEPING FUNCTIONS IN THE MEDICAL OFFICE 2 (3)

Continuation of the skills necessary for work in the medical field as an assistant to the physician. Emphasis is on bookkeeping skills necessary in a medical office. Laboratory required. (A special fee will be assessed.) Prerequisite: High School Graduate.

**General Education:** IN1, IN2, IN3

**Course Entry Requirement(s):** Prerequisite: High School Graduate

**Typically Offered:** Fall Semester

## MDAS 105, DIAGNOSTIC TESTING IN THE MEDICAL OFFICE 2 (3)

Introduction to Diagnostic Testing in the Medical Office. Laboratory required. (A special fee will be assessed.)

**General Education:** IN1, IN2

**Course Entry Requirement(s):** Prerequisite: MDAS 101, MDAS 102, MDAS 103, MDAS 104, BIOG 115

**Typically Offered:** Spring Semester

## MDAS 106, SPECIMEN COLLECTION IN THE MEDICAL OFFICE 2 (3)

Introduction to specimen collection and processing in the physician's office. Laboratory required. (A special fee will be assessed.)

**General Education:** IN1, IN2, IN3

**Course Entry Requirement(s):** Prerequisite: MDAS 101, MDAS 102, MDAS 103, MDAS 104, BIOG 115

**Typically Offered:** Spring Semester

## MDAS 107, PATIENT CARE IN THE MEDICAL OFFICE 5 (6)

Introduction to various procedures performed in the physician's office. Includes taking TPR and BP and learning how to assist the doctor with minor surgery, application of dressings and bandages, and the administration of oral and injectable medications. Laboratory required. (A special fee will be assessed.)

**General Education:** IN1, IN2, IN3, IN4

**Course Entry Requirement(s):** Prerequisite: MDAS 101, MDAS 102, MDAS 103, MDAS 104, BIOG 115

**Typically Offered:** Spring Semester

## MDAS 108, MEDICAL ASSISTING PRACTICUM 1 (13)

Medical Assisting Practicum places the student in the medical office, working with the office staff and patients as a capstone to the Medical Assisting Program. The CMA exam can be taken after the completion of this course.

**General Education:** IN1, IN2, IN3, IN4

**Course Entry Requirement(s):** Prerequisite: MDAS 101, MDAS 102, MDAS 103, MDAS 104, BIOG 115

**Typically Offered:** Spring Semester