Medical Assisting

MEDA 100 INTRODUCTION TO MEDICAL ASSISTING
Duties and responsibilities of a medical assistant, medical administrative assistant, and billing specialist in a physician's office, clinic, hospital or other medical facility. Emphasizes desirable personality traits and human relationships as well as medical ethics, specialties in the medical field, and office maintenance. Letter Grade Only. Degree Credit.
Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.
Transfer Credit: CSU

MEDA 110 MEDICAL TERMINOLOGY
Development of a medical vocabulary that includes medical abbreviations and symbols through the study of the principles of word construction and word analysis, with emphasis on spelling and pronunciation, diagnosis, disease process, pathology and their interrelationship with body systems. Letter Grade Only. Degree Credit.
Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: Appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.
Transfer Credit: CSU
C-ID: HIT 103 X

MEDA 115 INTRODUCTION TO ELECTRONIC HEALTH RECORD
Introduction to electronic health record and learning the skills required of medical scribes and editors. Electronic entering of medical letters, reports and forms. Letter Grade Only. Degree Credit.
Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: CBOT 415 or equivalent skill level, and, appropriate skill level as demonstrated by eligibility for ENGL 100 or 105, or other measures as applicable.
Transfer Credit: CSU

MEDA 120 CLINICAL PROCEDURES I
Patient intake, examination room techniques and patient preparation, asepsis and sterilization procedures, laboratory procedures and specimen collection, vital signs, and electrocardiograms. Letter Grade Only. Degree Credit.
Units: 4
Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework
Prerequisites: BIOL 130, MEDA 100, MEDA 110 and MEDA 140
Transfer Credit: CSU

MEDA 121 CLINICAL PROCEDURES II
Dosage calculation, exposure control, disposal of biohazard waste, administering medications, injections, microbiology, venipuncture, and emergency medical procedures. (Extra supplies may be required). Letter Grade Only. Degree Credit.
Units: 4
Hours/semester: 48-54 Lecture; 48-54 Lab; 96-108 Homework
Prerequisites: MEDA 120 and MEDA 190
Transfer Credit: CSU

MEDA 140 IMPLEMENTATION OF ELECTRONIC HEALTH RECORD
Electronic scribing/editing of patient medical chart progress notes, history and physicals, letters, consultations, surgical and autopsy reports, and discharge summaries from different aural modes. Course includes analyzing, editing, proper documentation, and compliance requirements for medical scribes and medical editors. Letter Grade Only. Degree Credit.
Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: MEDA 110 and MEDA 115 or equivalent
Transfer Credit: CSU

MEDA 150 MEDICAL OFFICE PROCEDURES
Fundamental office procedures applied to the medical field. Decision-making, setting priorities, finding information, coping with interruptions, and producing under pressure in medical office simulations. Letter Grade Only. Degree Credit.
Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: Completion of, or concurrent enrollment in, MEDA 100 and MEDA 110
MEDA 160 MEDICAL INSURANCE PROCEDURES
Covers Blue Cross, Blue Shield, Medicare, Medi-Cal, Worker's Compensation and other insurance programs. Coding resources used in claims preparation. Billing and bookkeeping methods using the computer. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: CBOT 415 or equivalent
Transfer Credit: CSU

MEDA 164 CPT (CURRENT PROCEDURAL TERMINOLOGY) BEGINNING CODING

Units: 1
Hours/semester: 16-18 Lecture; 32-36 Homework
Transfer Credit: CSU

MEDA 165 CPT (CURRENT PROCEDURAL TERMINOLOGY) INTERMEDIATE CODING
Continuation of MEDA 164. Intermediate-level principles and philosophy of coding logic according to Current Procedural Terminology. Emphasizes the understanding of terms and processes. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 16-18 Lecture; 32-36 Homework
Prerequisites: Completion of, or current enrollment in MEDA 164
Transfer Credit: CSU

MEDA 166 CPT (CURRENT PROCEDURAL TERMINOLOGY) ADVANCED CODING
Continuation of MEDA 165. Advanced principles and philosophy of coding logic according to CPT (Current Procedural terminology). Emphasizes the understanding of terms and process. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 16-18 Lecture; 32-36 Homework
Prerequisites: Completion of, or concurrent enrollment in, MEDA 165
Transfer Credit: CSU

MEDA 167 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) BEGINNING CODING
Development of nomenclature and classification of diseases. Basic coding principles of diseases and symptoms according to ICD-10-CM with emphasis on the coding of medical records. Use of indexes, sequencing of code numbers, and preparation of documents to increase competency. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 16-18 Lecture; 32-36 Homework
Transfer Credit: CSU

MEDA 168 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) INTERMEDIATE CODING
Intermediate-level principles and philosophy of coding logic according to ICD-10-CM. Emphasizes the use of UHDDS, source documents, multiple coding, sequencing, Z codes, tables, neoplasms, and mental disorders. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 16-18 Lecture; 32-36 Homework
Prerequisites: Completion of, or concurrent enrollment in MEDA 167
Transfer Credit: CSU

MEDA 169 ICD (INTERNATIONAL CLASSIFICATION OF DISEASES)-10-CM (CLINICAL MODIFICATION) ADVANCED CODING
Advanced-level principles and philosophy of coding logic according to ICD-10-CM. Emphasizes diseases by body systems, complications, injuries, and adverse effects of drugs. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 16-18 Lecture; 32-36 Homework
Prerequisites: Completion of, or concurrent enrollment in, MEDA 168
Transfer Credit: CSU
MEDA 190 INTRODUCTION TO PHARMACOLOGY
Designed for medical assistants, medical scribes and other allied health professionals. Includes general principles of drug use, knowledge of the most commonly used drugs and regulations for controlled drug usage. Letter Grade Only. Degree Credit.

Units: 3
Hours/semester: 48-54 Lecture; 96-108 Homework
Prerequisites: MATH 811 or MATH 818 or appropriate score on the College Placement Test or other multiple measures assessment.
Transfer Credit: CSU

MEDA 672 COOPERATIVE EDUCATION: INTERNSHIP
Supervised internship in cooperation with private or public sector employers. Designed to apply knowledge and learn new skills, directly related to the student's program of study, outside of the normal classroom environment. Students must attend one orientation which is offered the first three weeks of each semester. Each unit requires 60 hours per unit for unpaid work or 75 hours per unit for paid work during the semester. May be repeated for credit up to 16 units. The unit limitation applies to any Cooperative Education Work Experience (any combination of 670, 671 and/or 672 courses) offered within the SMCCCD. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1 - 3
Hours/semester: 75-225 Work Experience; 60-180 Field Experience
Prerequisites: A minimum of 12 completed units in the occupational discipline.
Transfer Credit: CSU

MEDA 695 INDEPENDENT STUDY
Designed for students who are interested in furthering their knowledge via self-paced, individualized instruction provided in selected areas or directed study to be arranged with instructor and approved by the division dean using the Independent Study Form. Varying modes of instruction can be used -- laboratory, research, skill development, etc. For each unit earned, students are required to devote three hours per week throughout the semester. Students may take only one Independent Study course within a given discipline. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 0.5 - 3
Hours/semester: 24-162 Lab
Transfer Credit: CSU

MEDA 801 COMPUTERIZED MEDICAL BILLING/ MEDICAL ASSISTING EXAM PREPARATION
Medisoft, UB 04, or preparation for Medical Assisting certification testing offered by various organizations. Grade Option (Letter Grade or Pass/No Pass). Degree Credit.

Units: 1
Hours/semester: 48-54 Lab