

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

Develop a medical vocabulary that covers diagnosis, disease processes, pathology, anatomy, and body systems. Includes abbreviations, symbols, spelling, and pronunciation. *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 and preparation, examination room techniques, asepsis and sterilization procedures, laboratory procedures and specimen collection, taking vital signs, and performing 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, MEDA 140 and MEDA 150

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. *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

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



Transfer Credit: CSU

MEDA 160 MEDICAL INSURANCE PROCEDURES

Covers Blue Cross, Blue Shield, Medicare, Medi-Cal, The electronic preparation of medical claims , coding, billing, and bookkeeping of insurance claims for insurers including Blue Cross, Blue Shield, Medicare, Medi-Cal, and Worker's Compensation. *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

Basic coding principles of medical procedures according to Current Procedural Terminology (CPT). Use of CPT, modifiers, appendices, and preparation of documents. *Grade Option (Letter Grade or Pass/No Pass). Degree Credit.*

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 CPT (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(International Classification of Diseases-10 and Clinical Modification) 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((International Classification of Diseases)-10-CM (Clinical Modification). Emphasizes the use of UHDDS(The Uniform Hospital Discharge Data Set, which is the core data set for inpatient admissions and discharges for Medicare and Medicaid programs), 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((International Classification of Diseases)-10-CM (Clinical Modification). 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 145

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 completion of 180 hours unpaid 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: MEDA 120 and a minimum of 12 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

