Medical Assistant (MEDA)

Program Description
The Medical Assistant (MEDA) program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), which is sponsored by the American Association of Medical Assistants (AAMA). The Medical Assistant (MEDA) program offers certificates in Medical Assistant, Medical Front Office Skills, Medical Billing and Coding Specialist, and Phlebotomy Assistant. A Medical Assistant Associate of Technical Arts (ATA) degree is available to students who would like to pursue a two-year degree. Students may attend classes on a full-time or part-time basis.

Upon completion of the Medical Assistant Certificate or ATA degree, students are eligible to write the AAMA National Certification Examination to become nationally Certified Medical Assistants (CMA). Graduates also meet the specified training requirements of the Health Care Assistant Law (HCLI) of the State of Washington for categories A, C, and E.

Students who earn the Medical Assistant Certificate or ATA degree are trained as multi-skilled professionals who perform routine clinical tasks, clerical tasks and basic lab tests in the offices of health care providers. The Medical Front Office Skills Certificate trains students in the many clerical tasks and reception skills needed in health care facilities. The Phlebotomy Assistant Certificate focuses on obtaining blood samples for testing and students are taught urinalysis, simple blood tests and selected microbiology procedures. The Medical Billing and Insurance Specialist Certificate includes additional coding classes as well as selected clinical and front office courses to increase the student’s knowledge base to become competent coders. Specific duties of the medical assistant, medical front office assistant, medical coding and billing specialist and phlebotomy assistant may vary from office-to-office depending on the office specialty, size and location. Employment possibilities exist in other related fields such as medical insurance companies and community health settings.

Employment Outlook
According to published reports by the federal and state governments, faster than average growth in outpatient settings is expected due to technological advances in medicine and a growing aging population.

Entry Into the Program
Please apply to the Admissions Office. Students must have either a GED or high school diploma before their application will be accepted to attempt the National Medical Assistant Certification Examination that is sponsored by AAMA. It is strongly suggested that applicants possess either a GED or high school diploma upon entry into the program. Students should possess good reading, writing, computation and basic typing skills. Students may enter the program in any of the four academic quarters and enroll in those courses in which they meet the required course prerequisites.

Although a student may enroll any quarter full-time or part-time, entry Spring or Fall quarter will allow the student to begin the program with the introductory courses.

Work-Based Learning
Students will integrate classroom learning with a work-based learning experience when eligible Medical Assistant (MEDA) students are placed into a MEDA clinical externship during their last quarter of study. In order to be placed into the required MEDA clinical externship, candidates must complete all specified courses with a “C” grade, possess current Red Cross or American Heart Association First Aid and CPR cards, complete all immunization requirements, complete typing terminal performance objectives, present a current, negative TB test or chest X-ray, and have the permission of the Department Chair. Students must present a certificate of attendance from a 7-hour AIDS prevention seminar. The Department Chair arranges clinical externship placements in local medical facilities or other health care agencies.
Dismissal Regulations Relating to the Medical Assistant Certificate/ATA Program.

1. Once in the Medical Assistant program, students must comply with the rules and regulations of program and clinical affiliates or be subject to dismissal from the program. The Department Chair, the Dean of Professional/Technical programs, and the Registrar must approve dismissal. The student may reapply to the program if approved by the Department Chair.

2. Students must perform in a safe and competent manner in the clinical facilities and comply with the rules and regulations of the Medical Assistant program and clinical affiliates. Failure to do so may result in immediate dismissal from the program. Unsafe practice in the clinical setting may result in a failing grade in the clinical externship course.

3. Prior students not currently enrolled in the Medical Assistant Certificate or ATA degree program who wish to reenter must petition for readmission (1) if they withdraw from the program for academic reasons, or (2) if they wish to repeat a course.

Medical Assistant Certificate/Associate in Technical Arts Degree

A Medical Assistant Certificate is awarded to those students who satisfactorily complete 80 credits of the technical portion of the degree. An Associate in Technical Arts Degree (ATA) degree is awarded upon completion of the technical portion of MEDA and the related education requirements to total a minimum of 90 credits.

Medical Assistant Certificate and ATA degree graduates may/will meet the specified training requirements for the minimum of categories A, C, and E of the Health Care Assistant Law of the State of Washington. Graduates are eligible to write the AAMA National Medical Assistant Exam.

Sample Schedule

Medical Assistant Certificate**

<table>
<thead>
<tr>
<th>Spring........... Cr</th>
<th>Summer........... Cr</th>
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<tbody>
<tr>
<td>MEDA 100........ 2</td>
<td>MEDA 106........ 6</td>
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<tr>
<td>MEDA 101........ 3</td>
<td>MEDA 110........ 4</td>
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<tr>
<td>MEDA 102........ 5</td>
<td>MEDA 112........ 5</td>
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<tr>
<td>MEDA 107........ 6</td>
<td>†MEDA 118........ 2</td>
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<tr>
<td>OBT 104.......... 3</td>
<td>†ENGL 170..........3</td>
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<tr>
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<table>
<thead>
<tr>
<th>Fall .............. Cr</th>
<th>Winter........... Cr</th>
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<tbody>
<tr>
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<tr>
<td>MEDA 114........ 5</td>
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</tr>
<tr>
<td>*MEDA 200........ 2</td>
<td>MEDA 116........ 6</td>
</tr>
<tr>
<td>*SOSC 113........ 1</td>
<td>MEDA 117........ 1</td>
</tr>
<tr>
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<td>TOTAL 18</td>
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</tbody>
</table>

* MEDA 200 and SOSC 113 may be taken in either the third or fourth quarter of study.

** An Associate in Technical Arts (ATA) degree may be awarded to students who complete the 80 credits of the technical portion of the degree and related education requirements: ~LC/GE (5-10), †MATH 100(5), SOSC 125 (2), and SPCH 125 (3).

~ Learning Community (5-10 credits) or 5 credits of culture, natural world or arts. Must be outside of technical area, approved by Department Chair. Please see INDEX regarding Learning Communities.

† Students who do not receive an appropriate test score will require additional coursework to develop necessary skills for entry into class.

Program Certificates

Certificates in the Medical Assistant program are granted upon completion of all requirements with a 2.0 GPA or above. Students may enter any quarter and choose to attend classes on a full-time or part-time basis. Some courses are offered more than once a year. Students are advised to check course prerequisites when planning schedules.

Medical Front Office Certificate

A certificate in Medical Front Office skills is awarded to those students who present verification of attendance at a required seven-hours AIDS prevention seminar and complete the following with a minimum “C” grade: MEDA 100, 101, 102, 103, 104, 105, 106, 109, 110, 111, 112, 118, 200, ENGL 170, OBT 104 and 140, SOSC 113 and SPCH 125.

Phlebotomy Assistant Certificate

This course of study provides students with the skills to seek employment as a phlebotomist in the clinical lab setting. After employment, the graduate is eligible to be certified as a Category A Health Care Assistant by the State of Washington under the Health Care Assistant Law of Washington State. In order to meet the requirements of the HCA Law, students must have a high school diploma or GED, the ability to read, write and converse in the English language, adequate physical ability, including sufficient manual dexterity to perform the requisite health care services, and be at least 18 years of age. Students must possess a current Red Cross or American Heart Association First Aid and CPR cards, submit a copy of a Certificate of Attendance at a seven-hour AIDS prevention seminar, verify completion of the Hepatitis B vaccination series and have Department Chair approval. The student must have completed at least two injections of the Hepatitis B vaccination series before enrolling in MEDA 113. Students must complete the following required courses with a minimum “C” grade: MEDA 100, 101, 102, 103,
Medical Billing and Coding Specialist
This course of study provides students with the skills to seek employment as a medical billing and coding specialist. These specialists review health records and assign numeric codes to diagnoses and procedures such as medical tests, treatments, and procedures reviewed by third-party payers. These universally recognized codes provide information for reimbursement of insurance claims, indexing statistics and research and tracking patient care. Students must be a high school graduate or have passed a GED exam to enroll. It is recommended that a student have a good working knowledge of computers, are analytical and detail-oriented for accuracy, have excellent organizational skills, and be able to work independently with little supervision. Job prospects for trained coders are expected to grow rapidly over the next five years. Medical billing and coding specialists are employed in hospitals, clinics, physicians’ offices, health maintenance organizations (HMOs), nursing homes, insurance companies and health data organizations. Students may enter any quarter and attend classes on a part-time or full-time basis. Students must complete the following courses with a minimum “C” grade: MEDA 100, 101, 102, 103, 105, 106, 109, 110, 112, 118, 122, 123, OBT 104, ENGL 170, SOSC 113, and SPCH 125.

Individual Technical Certificate
An Individual Technical Certificate may be developed in conjunction with other programs to meet marketable objectives and goals with Department Chair approval.

Course Descriptions
MEDA 100 Orientation to Allied Health Careers (2)
Historical developments in medicine; effects of culture; role definition and expectations of selected allied careers; professional associations for persons with allied health careers; professionalism and image; goal-setting; functioning as team member. Identification of medical professionals and medical specialties. For non-nursing majors.

MEDA 101 Healthcare Interactions (3)
Self-awareness training. Receiving, organizing, prioritizing and transmitting effective and therapeutic communications with patients who have a variety of diagnoses. Development of leadership skills. Discussion of death, dying and the grieving process of a variety of different cultures.

MEDA 102 Medical Terminology (5)
Learning word parts of medical terms; word building and definitions; medical terms as related to each system of the human body. Correct spelling of medical terms and medical conditions is emphasized. Influence of different cultures on medical terms.

MEDA 103 Medical Law & Ethics (3)
Legal relationships between medical personnel and patients; professional liability; intentional and unintentional torts; contracts; law of agency; informed consent; professional practice requirements; medical ethics; public duties and responsibilities; licenses and accreditation; workplace legalities; influence of cultural mores.

MEDA 104 Medical Practice Finances (4)
Bookkeeping and basic accounting procedures; banking procedures; payroll records; medical office financial records; credit and collection practices; cultural perceptions of credit and collection. Selected computer applications. Prerequisite: 30 wpm typing speed or department chair permission.

MEDA 105 Medical Documents & Reception (5)
Ordering and maintenance of office equipment and supplies; organizing a procedure manual; time-management techniques; appointment scheduling; telephone practices; processing mail; filing; organizing medical records; medical transcription; inventory, office insurance; cultural differences concerning perception of time and expectation. Prerequisite: 30 wpm typing speed or department chair permission.

MEDA 106 Anatomy & Physiology (6)
Structure and function of the multiple systems of the human body. Develop an understanding of how cultural influences may alter the external appearances and internal functioning of different population groups. Prerequisite: MEDA 102 with a minimum C grade or department chair permission.

MEDA 107 Clinical Non-Sterile Procedures (6)
Definition and theory of medical asepsis; information on non-sterile procedures/tests, i.e. temperature, pulse, respiration, blood pressure, electrocardiograms, audiograms, visual acuity, colorblindness, spirometry, height and weight, physical examinations, charting and documentation. Awareness of universal precautions to protect the patient and the healthcare professional. Discussion of cultural beliefs and expectations concerning health care interactions. Includes lab practice of selected non-sterile procedures.

MEDA 108 Clinical Sterile Procedures (6)
Theory of surgical asepsis and proper disposal of biohazardous and contaminated materials. Discussion of body mechanics and rehabilitative medicine. Principles of nutrition and diet therapy. Awareness of culture, ethnicity, and economics regarding patient compliance. Accurate charting and documentation principles. Includes lab practice of selected sterile
Overview of the many diseases and conditions affecting the human body. Includes discussions of how cultural perceptions and influences affect medical disease and pathology. Prerequisite: Completion of MEDA 106 with minimum C grade or department chair permission.

MEDA 110 Medical Coding & Insurance (4)
Use of the Current Procedure Terminology (CPT) and International Classification of Disease (ICD9/10-CM) manuals to properly code and process government and private insurance forms. Other procedure/diagnosis coding systems include: Diagnosis Related Groups (DRGs), Relative Value Studies (RVS), Healthcare Financing Common Procedural Coding System (HCPCS), Resource Based Relative Value Scale (RBRVS); and managed care referrals and pre-certifications. Utilizes insurance computer software. Prerequisite: MEDA 102 with minimum C grade or department chair permission.

MEDA 111 Medical Forms (2)
Preparation and production of chart notes, letters, surgery records, and other pertinent documents from information recorded on a transcriber. Computer preparation of medical forms for a patient's medical records, i.e. surgical reports, medical history, and physical examination forms. Calculate simple math problems using number key pad. Prerequisite: Minimum 40 wpm typing speed; MATH 96 with minimum C grade or appropriate ASSET test score.

MEDA 112 Pharmacology Basics for Medical Assistants (5)
Introduction to drugs: sources, schedules, forms, uses and actions, side effects, adverse effects and classifications. Contributions of different cultures to drug therapy. Information regarding medication orders and prescriptions. Study of the administration of oxygen.

MEDA 113 Introduction to Phlebotomy (2)

MEDA 114 Microbiology/Medical Lab Procedures (5)
Methods of collecting, processing, preparing, and preserving lab specimens. Discussion of government regulations and cultural beliefs concerning specimens. Urinalysis, pertinent hematology, immunology and microbiology tests and procedures are presented.

MEDA 115 Injection Therapy (2)
Review of sterile techniques. Familiarization with equipment and supplies for parenteral administration of medications. Theory and practice of reading the medication order, drawing up of medications and parenteral administration of medications. Cultural aspects of medication administration are discussed. Prerequisite: MEDA 118 with minimum C grade.

MEDA 116 Medical Assistant Clinical Externship (6)
Clinical practicum for medical assistant students in a medical facility. Application of knowledge learned in previous courses; experience to increase understanding and appreciation of other cultures. Interact with other healthcare professionals and patients to enhance the development of a professional demeanor. Prerequisite: Have completed each course in the MEDA certificate with a minimum C grade; have current Red Cross or American Heart Association First Aid and CPR cards, have completed immunization requirements; present evidence of a current negative TB test; have completed all computer skills TPO's and submitted evidence of attending the required 7-hour AIDS prevention seminar. Must have permission/endorsement of the department chair to enroll. Concurrent enrollment in MEDA 117 required.

MEDA 117 Medical Assistant Clinical Externship Seminar (1)
Discussion and critical analysis of student experiences in their various externship placements. Topics include legal concepts, professionalism, and aspects of culture and application of front office and clinical skills. Prerequisite: Concurrent enrollment in MEDA 116.

MEDA 118 Drug Dosage Calculations (2)
Application of arithmetic skills and metric system to the calculating of ratios and percentages related to drug dosages. Prerequisite: MATH 96 with minimum C grade or appropriate ASSET test score.

MEDA 119 Word Processing for Medical Assistants (2)
Discussion of computer components, care, and maintenance. Basic word processing skills for the medical office to compose and format medical documents using appropriate computer software. Discussion of the influence of culture on communication with patients. Prerequisite: Minimum 30 wpm typing speed.

MEDA 120 Phlebotomy Techniques (5)
Drawing blood specimens from patients with the following conditions: damaged veins, obesity, allergies, burned, scarred or traumatized tissues. Dealing with special populations such as pediatric, geriatric, hearing and visually impaired, and non-English speaking patients; the awareness of the importance of culture. Covers arterial, IV, and special collection procedures. Prerequisite: MEDA 113 or equivalent with minimum C grade or department
MEDA 122 Ambulatory Care Coding Procedures (5)
Application of professional skills in organizing, analyzing, and technically evaluating records for accuracy and completeness in the ambulatory health care setting. Covers assignment of correct code numbers to diagnoses and procedures for indexing health data and processing insurance claims. Prerequisite: MEDA 110 with minimum grade C or department chair permission.

MEDA 123 Hospital Care Coding Procedures (5)
Application of professional skills in organizing, analyzing, and technically evaluating records for accuracy and completeness in the hospital health care setting. Covers assignment of correct code numbers to diagnoses and procedures for indexing health data and processing insurance claims. Prerequisite: MEDA 110 with minimum grade C or department chair permission.

MEDA 132 Medical Transcription (6)
Transcription of recorded medical material in production of medical documents. Application of medical terminology, English, word processing, editing and transcription skills. Prerequisite: MEDA 109, 111, OBT 104 and 217, with minimum C grade in each or department chair permission.

MEDA 200 First Aid & Emergency Procedures (2)
Recognition, response, and management of emergencies. A Red Cross or American Heart Association First Aid Card and CPR card will be awarded after successful completion of this class.