SAN DIEGO MESA COLLEGE

MEDICAL ASSISTING PROGRAM

Information/Application Guide for Fall 2014

Rev. 09/2013

STUDENTS MAY SUBMIT APPLICATIONS STARTING: NOVEMBER 1, 2013
APPLICATION SUBMISSION DEADLINE: MARCH 7, 2014

Attention: Students must complete (MEDA 055) Human Anatomy and Physiology and (MEDA 110) Medical Terminology, or show proof of current enrollment prior to submitting their application. Admission into the Medical Assisting Program will be pending until students complete the courses with a grade of "C" or better. Previous completion of Human Anatomy and Physiology and Medical Terminology must be within the last 5 years.

Job Title

Medical Assistant

Job Description

Medical Assistants are vital to a smooth running medical office or clinic. Their duties are an interesting combination of patient care responsibilities and general office procedures. They prepare patients to see physicians, make appointments, and assist with exams and minor surgeries. Medical Assistants perform lab tests, give injections, take blood pressures and administer electrocardiograms. As a key office person, they also perform office bookkeeping, schedule surgeries, maintain records, and complete insurance forms.

Aptitudes of Medical Assistant

The medical assistant is a person who is:

- A team player
- A life-long learner
- Flexible and interested in people and in serving them

Employment Outlook

Although certification is not mandatory, nationally-registered and California-licensed Medical Assistants have an advantage in the job market. Employment opportunities are excellent, both locally and nationally.

Probable Salary Range for San Diego County

$21,000 – $40,000 per year (average $30,550) $10.00 to $20.00 per hour (average $14.70)

Program Director

Danielle Lauria Tel: (619) 388-2267
Office: S-317 email: dlauria@sdccd.edu

Program Prerequisite

A skill level of 4 writing, 4 reading and 30 math is required to be considered for entrance into the program. You may arrange to take a placement test in counseling if you are not sure of your skill level in these areas.

Advisory

Students are expected to arrange their schedule to attend the program as a fulltime student.

DISCLAIMER

"The San Diego Community College District is governed by its Board of Trustees. No oral or written representation by any employee of the college is binding on the SDCCD without the express approval of the Board of Trustees."

Admission Requirements

Students applying to the Medical Assisting Program will be accepted on a first come, first serve basis until full. Applicants interested in entering the accredited Medical Assisting Program should:

1. **Attend one of the Medical Assisting Program information sessions. Check the Allied Health website for information session dates. http://www.sdmesa.edu/allied-health**

2. **Submit the Program Application, along with an official (sealed, unopened) copy of your transcripts.**

3. **Complete an assessment test which results in required skill levels.**
   (W4, R4, M30 or better)
   Please include a copy of your test scores when you submit your application.

TRANSCRIPT INFORMATION

Official transcripts from each college you have attended, even San Diego Mesa College, are a critical component of a complete application. Ideally (for the most efficient application), transcripts should be sent directly to the applicant and included with the program application. Transcripts automatically sent to San Diego Mesa College will not go to the Special Admissions clerk and may results in an incomplete application. Transcripts included in your application must be official and unopened in the original sealed envelope.

Continuation in the program beyond the first semester is based upon:

- Successful completion of courses required for major with a grade of "C" or better.
- A physical examination which is required prior to enrollment in Directed Clinical Practice (DCP) in the second semester (MEDA 096). Physical examination information will be given to students upon admission to the program.
- A current class C, Healthcare Provider (infant, child, & adult abdominal thrusts) CPR certification.
- Clear Background Check/Drug Screen for clinical placement.

Program Description

The Medical Assisting Program provides specialized training for employment in medical offices, clinics, hospitals, and other organizations requiring a background in medical office procedures. Business subjects and clinical content follow the recommendations of an advisory committee representing the San Diego Medical Society and the California Association of Medical Assistant, San Diego Chapter. It also meets the educational essentials set forth by National Healthcareers Association (NHA) and American Medical Technologists (AMT). Students who complete the Medical Assisting Program are qualified to sit for the clinical medical assistant-CCMA (NHA), medical administrative assistant-CMAA (NHA), registered medical assistant-RMA (AMT) exams and California certified medical assistant-CCMA (CCBMA) exam.

Degrees & Certification Granted

Certificate of Achievement – Medical Assisting (completion of Medical Assisting core courses)
Associate in Science Degree – Medical Assisting (completion of Medical Assisting core courses and general education requirements)

Costs

Students are responsible for the purchase of all books, supplies, uniforms and background check (required by clinical site). Students meeting the California residency requirement pay $46.00 per unit enrollment fee. A higher tuition is charged to students who are not residents of California. Financial aid is available. Contact the financial aid department for eligibility requirements [(619)388-2817]. Consult the current Mesa College catalog for specific information. Students who are eligible and wish to become certified must pay State or National Examination fees and provide all instruments and supplies needed.

If there are any further questions, please contact the Special Admission Clerk at (619) 388-2684 or the Program Director at (619) 388-2267 or dlauria@sdccd.edu.

(Tentative) MEDICAL ASSISTING SUGGESTED COURSE OUTLINE

COURSES COMPLETED PRIOR TO ADMISSION

COURSE	HOURS Lecture	HOURS Lab	UNITS
MEDA 055 Human Anatomy & Physiology	3	0	3
MEDA 110 Medical Terminology	3	0	3
Total			**6**

FALL SEMESTER

COURSE	HOURS Lecture	HOURS Lab	UNITS
MEDA 064 Medical Ethics and Legal Issues for the Allied Health Professional	1	0	1
MEDA 056 Administrative Medical Assisting I	1	1.5	1.5
MEDA 068 Human Behavior for Allied Health Students	3	0	3
MEDA 076 Principles of Infection Control and Sterile Technique	1	1.5	1.5
MEDA 078 Principles of Patient Care	1	3	2
MEDA 082 Diagnostic Testing	0	3	1
MEDA 115 Pathophysiology	3	0	3
Total			**13**

SPRING SEMESTER

COURSE	HOURS Lecture	HOURS Lab	UNITS
MEDA 096 Directed Clinical Practice *	0	14	3
MEDA 084 Phlebotomy for Medical Assisting	1.5	1.5	2
MEDA 086 Administrative Medical Assisting II	1.5	1.5	2
MEDA 088 Electrocardiogram Applications	0	1.5	0.5
MEDA 092 Minor Surgery	0	1.5	0.5
MEDA 094 Medication Administration Practicum	0	1.5	0.5
Total			**8.5**

Directed Clinical Practice (DCP) * - DCP is required in the Medical Assisting Program. The purpose of this course is to extend the occupational learning opportunities for the student through supervised experience (**225 hours**) in a medical facility. Students are responsible for their own transportation to and from the medical facility. Students receive no pay for this assignment since receiving any form of payment voids the requirements of directed clinical practice course.

CURRICULUM

MEDA 055

Human Anatomy and Physiology **UNITS:** 3

This course is a study of human anatomy, physiology and correlates body structure and function in a logical sequence. It is designed to meet the needs of the student in medical assisting.

Limitation on Enrollment:

This course is not open to students with previous credit for MEDA 105

MEDA 056

Administrative Medical Assisting I **UNITS:** 1.5

This course is designed to prepare Allied Health students to work in physicians' offices, clinics, hospitals, and other medical areas. The course covers administrative and clerical functions of a medical office assistant including patient reception, scheduling appointments, telephone procedures, medical records management, written communications, patient records, office management, professional activities, and personal conduct.

Limitation on Enrollment:

This course is not open to students with previous credit for MEDA 066 or 104

MEDA 064

Medical Ethics and Legal Issues for the Allied Health Professional **UNITS:** 1

This course presents future Allied Health professionals with an overview of ethical and legal practices related to the medical field. Guidelines pertaining to the laws, policies and regulations associated with medical issues and clinical practice within the various Allied Health professions, as well as those established by their associated accrediting/licensing agencies, are described and discussed. The impact of the cultural, social, ethical differences and the expectations from the patient's perspective are analyzed and assessed.

Advisory:

ENGL 049 with a grade of "C" or better, or equivalent. or Assessment Skill Level W4 &
ENGL 048 with a grade of "C" or better, or equivalent. or Assessment Skill Level R4

Limitation on Enrollment:

This course is not open to students with previous credit for MEDA 101

MEDA 068

Human Behavior for Allied Health Students **UNITS:** 3

This course introduces students in the Allied Health professions to the basic principles of human behavior and personality development as well as issues related to mental health and illness. An introduction to basic concepts related to psychology, culture and society are presented. Human behavior throughout the stages of life; birth to old age; are evaluated. Behavior associated with death, dying and grieving is also discussed. The hereditary and environmental influences as well as cultural beliefs, values, and practices regarding health and illnesses are explored. Students will also be introduced to the concepts of mental wellness and mental disorders. The different methods of treatment and therapy utilized in the rehabilitation and recovery of patients with mental illnesses will be addressed.

Advisory:

ENGL 049 with a grade of "C" or better, or equivalent. or Assessment Skill Level W4 &
ENGL 048 with a grade of "C" or better, or equivalent. or Assessment Skill Level R4

Limitation on Enrollment:

This course is not open to students with previous credit for MEDA 104

MEDA 076

Principles of Infection Control and Sterile Technique **UNITS:** 1.5

This course provides an overview and application of current Occupational Safety and Health Administration (OSHA) and Standard Precautions related to infection control in the clinical setting. This course is designed to meet OSHA and blood-borne pathogen control for medical assistants, other allied health personnel and occupations that have exposure to potentially infectious material such as blood, urine and other body fluids. The evolution of asepsis and infection control will be presented as a basis for understanding the need for protection in health care and service environments. The application and use of personal protective equipment (PPE), aseptic hand washing techniques, disposal of biohazard material and other related topics will be explored and practiced. This course also presents the principles and application of sterile technique. The course covers the differences between medical and surgical asepsis; and sanitization, disinfection and sterilization. The students will sterilize instruments, materials and equipment using a variety of methods and set-ups to maintain and work in a sterile field.

Limitation on Enrollment:

This course is not open to students with previous credit for MEDA 106

MEDA 078
Principles of Patient Care **UNITS:** 2
This course provides Medical Assisting students with the fundaments of patient care in the clinical setting. Students will practice the communication skills needed to obtain patient information, as well as instruct and educate patients. Students will apply the principles of medical documentation to record information obtained from patient interviews, measuring vital signs, procedures performed or other pertinent patient information as an entry in the patient's medical record. Correct body mechanics needed to assist, move and position patients will be presented and students will practice positioning patients, preparing trays, measuring a patient's vital signs and assisting with general and specialized clinical procedures performed in the medical setting and within the "Scope of Practice" for the Medical Assistant.
Limitation on Enrollment:
This course is not open to students with previous credit for MEDA 112

MEDA 082
Diagnostic Testing **UNITS:** 1
This course presents the principles of diagnostic testing to the student. Students will learn to screen patients for various diagnostic tests and to follow-up test results. Students will be introduced to the different types of medical laboratories and will learn to apply laboratory safety practices in accordance with Standard Precautions and OSHA regulations. Methods of quality control will be introduced and applied for specimen collection, transport, and testing. Students will receive hands-on instruction and practice using common laboratory equipment to perform CLIA approved tests for the Medical Assistant, such as certain hematology, chemistry, immunology, microbiology tests, urinalysis, and respiratory function testing. Principles of radiological tests, such as X-rays, CT scanning, MRI and others will be discussed. Students will be instructed in respiratory function testing and result analysis.
Limitation on Enrollment:
This course is not open to students with previous credit for MEDA 113

MEDA 084
Phlebotomy **UNITS:** 2
This course prepares students to perform vein punctures, capillary punctures, and basic blood lab tests required for entry-level positions in hospitals, clinics, and other health care settings as a phlebotomy technician in accordance with the regulations set forth by the California Department of Health Services and Laboratory Services. Students successfully completing the Certificate of Completion in Phlebotomy requirements are eligible to become California certified phlebotomy technicians. This course is designed to introduce these techniques. More experience is needed to become proficient. Associate Degree Credit.
Limitation on Enrollment:
This course is not open to students with previous credit for MEDA 150.

MEDA 086
Administrative Medical Assisting II **UNITS:** 2
This course introduces and instructs allied health students in the use of accounting systems for medical and dental offices, including the pegboard and computerized accounting systems. Emphasis is placed on medical accounting terminology, ledgers, methods used in payroll accounting, and preparation of account charts. This course also prepares students to work with insurance forms in medical offices, hospitals, and other clinical settings. The course is a survey of health insurance plans with emphasis on correct completion of benefit and claim forms for various types of health insurance. Students are instructed in the proper use of procedural and diagnostic coding utilizing the most current editions of Physicians Current Procedural Terminology and International Classification of Diseases.
Limitation on Enrollment:
This course is not open to students with previous credit for MEDA 205

MEDA 088
Electrocardiogram Application **UNITS:** 0.5
This course presents the student with the basic principles of performing and analyzing an electrocardiogram (ECG). Students will review the anatomy, physiology and electrophysiology of the heart and circulatory system as it pertains to an ECG. The basic components of an ECG, types of cardiac rhythms; both normal and abnormal will be presented. Students will perform and analyze a normal 12-Lead ECG. Finally, students will become familiar with and able to identify the abnormal cardiac rates, rhythms and conditions that can be diagnosed utilizing an ECG. This course is appropriate for medical care workers with a need for this information.
Limitation on Enrollment:
This course is not open to students with previous credit for MEDA 220.

MEDA 092
Minor Surgery **UNITS:** 0.5
This course introduces the students to the principles of minor surgery, its history and settings. Students will become familiar with a variety of common surgical procedures and utilize the instruments, materials and supplies used in the procedures in an aseptic manner. Patient pre- operative and post operative processing will also be presented and practiced. Alternate surgical procedures will be discussed.
Limitation on Enrollment:
This course is not open to students with previous credit for MEDA 230

MEDA 094
Medication Administration Practicum **UNITS:** 0.5
In this course students will practice the hands-on-application of medication administration. The course will present the principles and the guidelines for reading and interpreting a medical prescription. The course content will also stress the mechanisms for calculating, measuring and administering drugs; both orally and parenterally using placebos to carry out the medical prescription. Principles of intravenous (I.V.) therapy will be discussed. Students will maintain medication and immunization records in accordance with the appropriate application of documentation and record preparation principles. Also covered in this course are the complications of medication administration and the immediate measures that need to be applied in each situation. Students should be aware that they will be performing and practicing invasive procedures on each other as one of the course requirements.
Limitation on Enrollment:
This course is not open to students with previous credit for MEDA 250

MEDA 096
Directed Clinical Practice **UNITS:** 3
Directed clinical practice in a private medical office, clinic, or hospital. Student will be assigned regular duties and will be responsible to the supervisor in charge. Practice will be coordinated by a member of the college staff. Supervision of the student will be shared by the staff of the affiliating institution and the college faculty. Students are required to obtain CPR certification from a community source and present the certificate before completion of the course. Students will not be paid for work in clinic.
Limitation on Enrollment:
This course is not open to students with previous credit for MEDA 145.

MEDA 110
Medical Terminology **UNITS:** 3
It covers basic medical terminology and the vocabulary generally used in medical specialties with special emphasis on the use of prefixes and suffixes.
Advisory:
ENGL 049 with a grade of "C" or better, or equivalent. or Assessment Skill Level W4 &
ENGL 048 with a grade of "C" or better, or equivalent. or Assessment Skill Level R4

MEDA 115
Pathophysiology **UNITS:** 3
This is a continuation of Medical Terminology with emphasis on disease conditions rather than normal body structure and function. The main focus is on medical terms associated with pathophysiology and the treatment of disease.
Prerequisite:
MEDA 110 with a grade of "C" or better, or equivalent.

San Diego Mesa College
Medical Assisting Program
Application for FALL 2014

****APPLICATION DEADLINE: March 7, 2014****

Please mail completed application to: San Diego Mesa College, Special Admissions – I4-102, 7250 Mesa College Drive, San Diego, CA 92111

1. General Information (Please Print or type)

Name _____
Last First Middle

CSID or SSN _____ **Telephone**_____

Address_____
Street City Zip

Email_____

Emergency Contact_____
Name **Telephone#**

2. Program Focus

a. Are you planning to finish the program with a Certificate of Achievement **or** an Associate in Science degree?

b. Have you had any prior experience in the Allied Health Field?
(If yes, please explain position and length of time)

3. Education

a. High school or equivalent completed? **Yes___ No___**

b. Eligible for or completion of English 49 (Composition) or 48 (Reading)? **Yes___ No___**
(College Reading & Basic Composition)

c. Eligible for or completion of Math 46? **Yes___ No___**
(Elementary Algebra)

Eligibility means you are ready to take classes and is determined by college placement tests.

4. On a separate piece of paper, write a letter to the Program Director describing your goals for becoming a Medical Assistant. Please mention any personal attributes or prior experiences that would aid you in being successful in this occupation. Please use this assignment to demonstrate your writing and communication skills. (This essay will not affect your acceptance into the program.)

CONFIRMATION CHECK LIST

Name _____ (please print) CSID#_____

Instructions: Read each item and then place your initials confirming understanding. It is recommended that you retain a copy for your records.

____ I have read all of the material contained in the MEDA Information/Application packet and understand the application and selection process.

____ I understand that after my application is accepted and verified, it is my responsibility to notify the Mesa College Special Admission Clerk of any changes in my contact information. In addition, I must make sure my e-mail address is printed legibly and receives e-mail from the District domain (sdccd.edu).

____ I understand that, in the event I should require accommodation to any part of the application, selection process, it is my responsibility to contact the College Disabled Student Program and Services office (619-388-2780) early in the process so as to ensure time to validate and establish the necessary reasonable accommodation which maintains the essential elements of the program.

____ I understand it is my responsibility to: meet program requirements; insure course equivalency; follow proper application procedures; provide transcripts; and keep informed on revisions regarding degree requirements, program requirement, and selection process. I have enclosed assessment testing verification (if applicable).

____ I understand that the general education requirements for the A.S. degree or certificate are subject to change with the publication of each year's Mesa College catalog.

____ I understand that if I am notified of being admitted into the program, my failure to submit a "confirmation of acceptance" with the Special Admission Clerk in the allotted time frame constitutes grounds to assign my position to an alternate.

____ I understand that the MEDA program admission policies are based on published District and college policies; program admission is an equal opportunity process and persons are not excluded based on ethnicity, age, gender, religion, or any other protected class.

____ I understand that a wait list is generated as a result of the Special Admissions Process. Program admission is based on a first-come, first-serve basis.

____ I understand that Mesa College reserves the right to revise program requirements and/or selection procedures, immediately after the application filing date.

____ I have read the current Allied Health Department Policy manual (www.sdmesa.edu/allied-health) and understand that I will be expected to adhere to the terms and conditions outlined in the most current version of the manual as part of my participation in an Allied Health Department program.

_____ I agree to submit to a background check as required by many clinics and understand that the cost of a background check required by the clinic is my responsibility.

Signature _____ Date _____