

SAN DIEGO MESA COLLEGE MEDICAL ASSISTING PROGRAM
Information and Application Guidelines for Fall 2019

Rev. 11/2018

**APPLICATION FILING PERIOD:
MARCH 1, 2019 TO APRIL 1, 2019**

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.

Students applying and entering the Medical Assisting program are encouraged to take Basic Skills for Healthcare Careers (ALLH 048) prior to starting the program.

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

Essential Functions of a Medical Assistant

Students must be able to:

- Stand for 60+ minutes (up to 4 hours) on a tiled or carpeted surface.
- Sit for 50 minutes on a chair at a table or desk.
- Lift and carry various equipment of up to 10 lbs with both hands.
- Assist patients from a lying position to sitting on the edge of the bed (and vice versa) with varying degrees of assistance, working with up to 200 lbs.
- Assist patient transfers between gurneys, wheelchairs and beds in a manner to prevent patient falls?
- Bend, stoop, or crouch to reach a low object.
- Rotate trunk (spine) from side to side.
- Rotate forearms to turn knobs and levers.

- Manipulate small size objects such as small dials and switches, needles and syringes, hospital gown ties, individual keys on a keyboard, etc.
- Sit or stand in class or clinic for up to 8 hours per day.
- Demonstrate proper postures, body mechanics, ergonomics, and lifting techniques.
- Move with adequate agility and speed to ensure patient safety.
- Walk and balance well enough to help patients walk and transfer with or without equipment, while preventing injury to patient and self.
- SEE: all spectrums of colors, read printed information; read small control panels; observe patient skin and coloration before, during and after treatment; read patient identification and medical records on paper and computer screens; observe that the work area is free of obstacles, etc.
- HEAR: patient and healthcare team questions/comments face to face and without being face-to-face; faint cries for help, emergency call bells, equipment timers, etc.
- SPEAK: give exam instructions to patients/family members; clarify patient identification and history; provide patient and peer instructions in emergency situations, etc.
- TACTILE: feel hot and cold sensations, feel liquid that may spill or touch any part of your body, feel pressure such as to avoid accidentally touching or bumping a sterile field with any part of your body.
- Meet class standards for successful course completion.
- Demonstrate good cognitive, memory and problem solving skills.
- Behave in an ethically sound, competent, compassionate, and professional manner in the classroom, lab and at the clinical site.
- Complete tasks accurately and in a timely manner.
- Demonstrate excellent verbal communication skills.

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

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Program 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 served basis until the program is full**. Complete applications will be date stamped with the date and time received. An application is not complete until all required documentation has been received.

Applications received without the required material or qualifications will not be accepted.

Applicants interested in entering the WASC accredited Medical Assisting Program must:

1. Apply online to San Diego Mesa College to obtain a CSID.
2. Complete the online information session and quiz.

Submit:

1. An online program application
2. A copy of your unofficial transcripts.
3. Information session quiz
4. If applicable, mail or hand-deliver a copy of your official (sealed, unopened) transcripts to San Diego Mesa College, Special Admissions – 14-102, 7250 Mesa College Drive, San Diego, CA 92111.

TRANSCRIPT INFORMATION

Official transcripts from each college you have attended are a critical component of a complete application. Ideally (for the most efficient application), transcripts should be carried or sent directly to special admissions after you have submitted your online application. Transcripts must be official and unopened in the original sealed envelope.

Upon acceptance into the Medical Assisting Program students must:

1. Have a physical examination by **August 9, 2019**. Physical examination information will be given to students upon admission to the program.
2. Have proof of Hepatitis B vaccination or have the series **completed by August 9, 2019**. Students without a valid record of Hepatitis B vaccine series completion must get a blood test (titer) to verify immunity to Hepatitis B.
3. Be current/up to date with immunizations (measles, mumps, rubella, tetanus, varicella and **2** PPD skin tests **or** a Quantiferon blood test by **August 9, 2019**.
4. Agree to submit to a background check and drug screen by **August 9, 2019**. Students are responsible for the cost of the background check and drug screen fees (average cost: \$ 65.00).

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

1. Successful completion of courses required for major with a grade of “C” or better.
2. A current BLS Provider (infant, child, & adult abdominal thrusts) CPR certification obtained by **September 30, 2019**. A class will be offered at the beginning of the fall 2019 semester.
3. Clear Background Check/Drug Screen for clinical placement by **December 6, 2019**.

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. Students who complete the Medical Assisting Program are qualified to sit for several national and state medical assistant exams.

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 dlopez@sdccd.edu or the Program Director dlauria@sdccd.edu.

MEDICAL ASSISTING COURSE OUTLINE

<u>RECOMMENDED COURSE</u>	<u>HOURS</u>		<u>UNITS</u>
ALLH 048 Basic Skills for Healthcare Careers	2		2
<u>PREREQUISITE COURSES</u>	<u>HOURS</u>		<u>UNITS</u>
(Must be completed or in progress to submit an application)	<u>Lecture</u>	<u>Lab</u>	
MEDA 055 Human Anatomy & Physiology	3	0	3
MEDA 110 Medical Terminology	3	0	3
Total			6
<u>FALL SEMESTER COURSES</u>	<u>HOURS</u>		<u>UNITS</u>
	<u>Lecture</u>	<u>Lab</u>	
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
<u>SPRING SEMESTER COURSES</u>	<u>HOURS</u>		<u>UNITS</u>
	<u>Lecture</u>	<u>Lab</u>	
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
MEDA 097 Directed Clinical Practice *	0	14	4.5
Total			10

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.

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.

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.

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.

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.

MEDA 078

Principles of Patient Care

UNITS: 2

This course provides Medical Assisting students with the fundamentals 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.

Prerequisite:

MEDA 110 and MEDA 055 or BIOL 160 with a grade of "C" or better, or equivalent.

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.

Prerequisite:

MEDA 110 and MEDA 055 or BIOL 160 and MEDA 076, with a grade of "C" or better, or equivalent.

MEDA 084

Phlebotomy for Medical Assisting

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.

Prerequisite:

MEDA 076, with a grade of "C" or better.

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.

Prerequisite:

MEDA 110 with a grade of "C" or better, or equivalent.

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.

Prerequisite:

MEDA 076, with a grade of "C" or better.

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.

Prerequisite:

MEDA 076, with a grade of "C" or better.

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.

Prerequisite:

MEDA 076 and MEDA 110, with a grade of "C" or better.

MEDA 097

Directed Clinical Practice

UNITS: 4.5

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.

Prerequisite:

MEDA 076, MEDA 78 and MEDA 082 with a grade of "C" or better.

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.

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, MEDA 055 or BIOL 160 with a grade of "C" or better, or equivalent.