

# MDCA1333: Office Procedures, Digestive and Reproductive Systems

**Credit Hours:** 3.5

**Clock Hours:** 55/40/0

This course provides the basic concepts related to medical terminology, anatomy and physiology, and common medical assisting practices and disorders associated with the digestive and reproductive systems. You explore procedures for conducting diagnostic and laboratory testing related to digestive and reproductive systems. Completion of this course enhances your positive communication skills and allows you to develop an understanding of medical assisting administrative skills including HIPAA and scheduling. You also learn the uses of electronic medical records. In addition, students will learn essential skills in professionalism and portraying a professional image, professional relationships, and confidentiality.