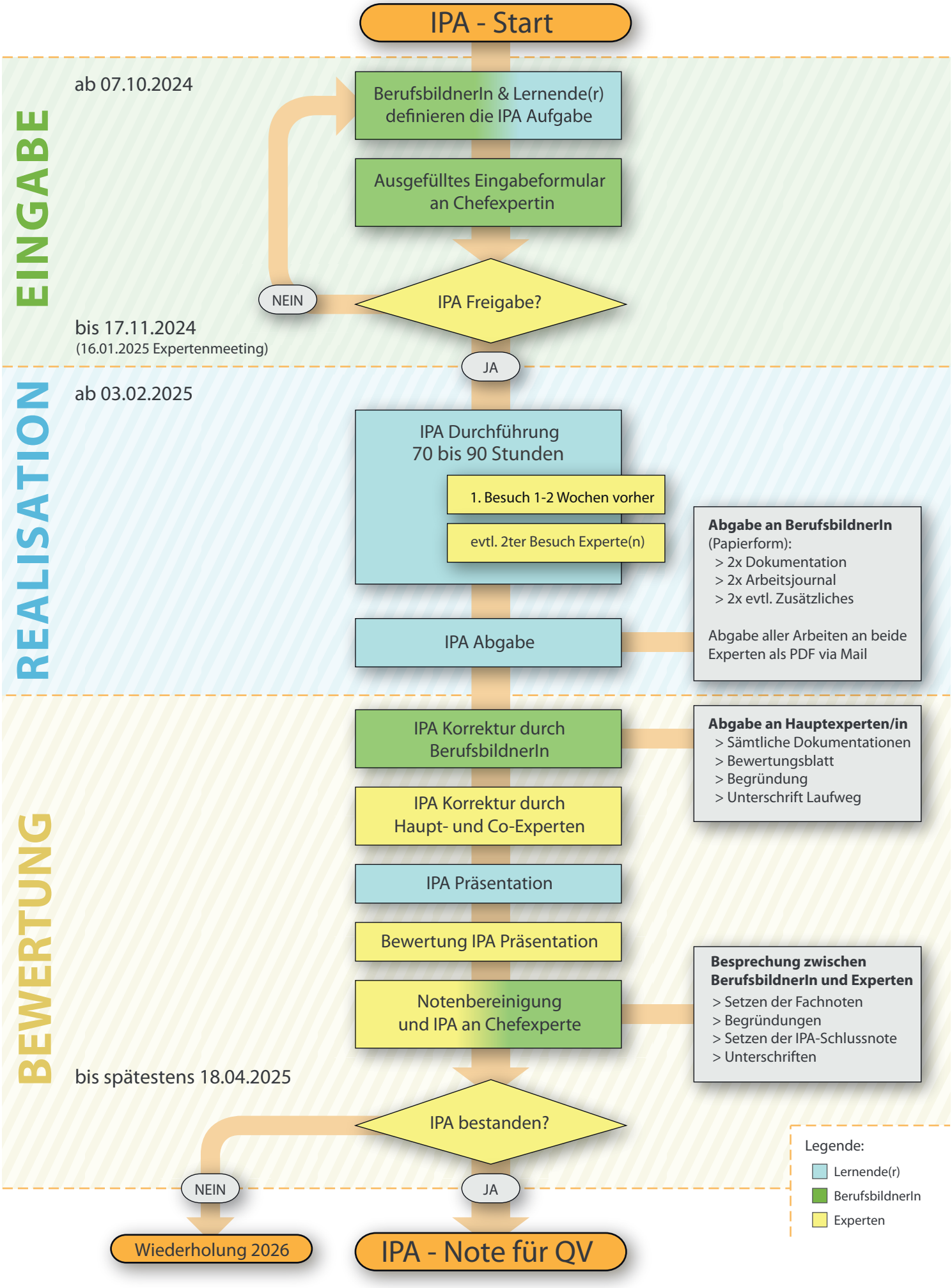IPA Ablauf MediamatikerIn 2025