

Medical Assistant I – SY 2011-2012

Medical Assistant PACING Guide

Tasks and Competencies covered throughout the year

Medical Terminology 032,-039,046,060
Lectures/Films/Handouts/Group

Presentation: Lecture with Power Point/ Clip Videos/ Group/ Role Play/ Field Trips/ Guest Speakers/Tests

Texts: Kinn’s Medical Assistant. Eleventh Edition. Elsevier Saunders (2011).
Kinn’s Medical Assistant Study Guide

1st Quarter

Week	Curriculum Chapter and Topics Covered	Task/Comp, #
1-9	<ul style="list-style-type: none"> • Chapter 1 Becoming a Successful Student • Chapter 2 Healthcare Industry • Chapter 3 Medical Assisting Profession • Chapter 4 & 5 Professional Behavior/Interpersonal Skills <ol style="list-style-type: none"> 1. Communications 2. Personal Qualities 	8345.001-029 8345.022-029 8345.018-021 8345.008-017 8345.086-087, 061-062 8345.018-029

Formal Critique of Medical Journal

- | | |
|---|------------------|
| • Chapter 6 & 7 Ethics and Medical Law | 8345.086 067 |
| • Chapter 27 Infection Control | 8346.034-036 054 |
| • Chapter 31 Vital Signs – Introduction | 8345.065-066 |

CPR Certification/AED

8346.048-049

2nd Quarter

Group Medical Journal in Progress

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|---|---------------|
| • Chapter 31 Vital Signs | 8345.065-066 |
| • Chapter 30 Nutrition & Health Promotion | 000 000 |
| • Chapter 35 Emergency Medical Procedures | 021, 022 |
| • Chapter 28 Client Assessment | 000 |
| • Chapter 12 Cardiovascular Chapter 27 Cardiopulmonary Procedures | 8345.025, 058 |

- Chapter 46 Assisting in Cardiology
- Chapter 9 Telephone Techniques 8345.017-021
- Chapter 10 & 11 Scheduling Appointments/Client Reception 8346.054-.055
- Chapter 18 Basics of Diagnostic Coding 000 000
- Chapter 20 Health Insurance 8346.056-058

3rd Quarter

Group Medical Journal Completion

Independent Clinical Lab Experience (minimal 20 hours)

**** Daily logging of clinical experiences****

- Chapter 32 Assisting with the Primary Physical Examination 8345.037-042
- Chapter 37 Assisting with Ophthalmology & Otolaryngology 000 000 000
- Chapter 38 Assisting with Dermatology 000
- Chapter 30 Assisting with Gastroenterology 000 000
- Chapter 43 Orthopedic Medicine 000
- Chapter 40 Assisting Urology and Male Reproduction 000 0000
- Chapter 41 Assisting with Obstetrics & Gynecology 000 000
- Chapter 44 Assisting with Neurology and Mental Health 000 000 000
- Chapter 56 & 57 Surgical Supplies & Surgical Asepsis 8346.034-049

4th Quarter

***NOCTI CREDENTIALING FOLLOWING Spring Break* 8346.066**

- Chapter 45 Assisting with Endocrinology 8346.
- Chapter 55 Assisting with Microbiology & Immunology 8346.034-036 064
- Chapter 33 Principles of Pharmacology 8346.051-056
- Chapter 34 Pharmacology Math 8346.051-053
- Chapter 35 Administering Medication 8346.051-056
- Chapter 58 Career Development & Life Skills 8346.066-070 090
(References, Resume, Job Application, Mock Interview)