

Medical Assistant –Afternoon Class

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Office Hours: Monday – Friday, 0700-0730 AM 11:45- 12:15pm PM

Course #: 8345/8346

Location: 13400 Woodside Lane, Newport News VA

Certification: National Occupations Competency Testing Institute (**NOCTI**). Seeking additional certification through National Healthcare Association and Dual Enrollment

Text: Primary: Kinn’s (2011). The Medical Assistant by Deborah B. Proctor* Alexandra P. Young-Adams 11th Edition Saunders/Elsevier St. Louis Missouri.

Kinn’s (2011). The Medical Assistant Study Guide by Proctor Young-Adams. Saunders/Elsevier St. Louis Missouri.

Kinn’s (2011). The Medical Assistant Procedure Checklist Manual by Proctor Young-Adams 11th Edition. Saunders/Elsevier St. Louis Missouri.

Kinn’s (2011). Virtual Medical Office Implementation Manual by Proctor Young-Adams 11th Edition Saunders/Elsevier Maryland Heights, Missouri

Resource: Chabner, (2005). Medical Terminology a Short Course 4th Edition, Missouri, Elsevier/Saunders

Masters, R and Gyls, B (2003). Medical Terminology Specialties A Medical Specialties Approach with Patient Records. Philadelphia: F.A. Davis Company

Course Fees:

Health Occupations and Skills USA Student Association (HOSA)	\$ 16.00
NOCTI	\$ 18.50
CPR and First Aid Certification	\$ 35.00
Career Safe (OSHA Safety Certification)	\$ 12.00
Stethoscope and Blood Pressure Cuff Set	\$ 30.00
State Mandated Background Check	\$ 20.00
Pin (Presented at a Ceremony upon completion of Course)	\$ 10.00
Uniform Cost (Estimate)	\$ 40.00

Total Fees

\$181.50

1. Course Description:

This is an introductory course designed to give an overview of the various components of the medical assistants' professional responsibilities. This course is intended for students who are preparing for many of the exciting, challenging, and rewarding careers in the healthcare field. This program will prepare students to assist physicians by performing functions related to both business administration and clinical duties of a medical office. Instruction in business aspect includes: insurance reporting, office accounting, and medical records. Clinical instruction includes: preparation of the patient for examination and treatment, routine laboratory procedures and the use of the electrocardiograph machine. These opportunities require people who want to operate in a high tech fluid environment filled with constant challenges and service commitments. Students will study the history and types of healthcare opportunities, professional workplace behavior, ethics and the legal aspects of the healthcare setting. Students will also learn about and use some of the technology in the healthcare field as they undertake and engage in clinical experiences within the surrounding communities' healthcare facilities. This is a year-length course presented in a 2 hour and 20 minute block.

2. Instructional Philosophy:

The instruction will be a mix lecture, skills demonstration, computer simulation and clinical internship. The course will encompass both the administrative and clinical applications. The course requires extensive study of medical terminology, anatomy and physiology, computer usage and diagnostic testing. Students will work independently and as team members to complete various medical simulations. Healthcare related films and outside readings will be used to demonstrate concepts and theories in the course.

Classroom attendance and participation are required and important for the completion of this course

Assignments will require students to draw upon academic skills in reading, writing, speaking and listening, mathematics, science, and computer technology. The students will develop and use the following critical thinking skills of reasoning, problem solving, and decision making. Students are expected to read all assignments and be aware of all required material handed out in class. In the event of absences, it is the **student's responsibility** to contact the instructor for any missed work. Long absences will put the student at risk of failure and difficulty in completing making up work. **Students will have 3 days to complete make up work.** Make up work not completed will result in a zero.

Student assessment will be based on group work, individual completion of healthcare current events journal, portfolio, project presentations, and written reports, test of students' knowledge of important healthcare concepts and demonstration of skills. Students will be expected to confer with appropriate businesses within the community to obtain information or complete clinical placement for some assignments. Library and internet research with appropriate citations will be required. Students will be expected to participate in remediation when necessary to complete assignments to meet course standards.

3. Course Goals:

Identify the structure and major components of the healthcare system.
Identify the basic structure, functions and interaction of each body system
Develop a basic working knowledge of medical terminology.
Review the basics of medical billing, coding and insurance procedures.
Identify the legal, ethical and cultural issues and regulations within healthcare.
Identify the strict safety standards to protect clients, employees, and employers
Trace the client's pathway from first contact through the diagnosis, treatment, and

follow up.

Identify the financial aspects of medical care that a client receives in a clinical setting.
Develop research, writing and customer service skills.

4. Major Course Projects

- Participation and completion of twenty (20) hours in a clinical setting. More detailed information will be included in the clinical packet. The clinical facility will determine our exact dates; clinical hours will be 1pm-4pm one day per week. 8 hr days may be considered to mirror an employment environment. Clinical experience will be performed during the 3rd Quarter. Transportation to and from the clinical site is the responsibility of the student.

A "C" "average is required for participation in the clinical experience.

- Students are responsible for any missed class work at the home school.
- Weekly clinical journal/diary will be kept during clinical rotations. Student may use white notebooks or elect to purchase a composition notebook.
- More information about this assignment to follow
- Students are required to maintain an organized and neat (portfolio) notebook. This will be reviewed and graded once a semester. The notebook is a WHITE binder and should be organized with dividers in

the following format:

Course Objective

Syllabus

1. Class Notes
2. Terminology
3. Employment
4. Quizzes
5. Group Work
6. NOCTI Preparation and Resources (This section will also include syllabus and state task list.)
7. Other topics may be added through out school year.
Student's notebooks will be graded on creativity, content, organization and neatness.

- Students are required to write a 1-2 page critique paper after reading any health occupations' magazine/journal. Magazine can be found in computer lab.

1st Quarter - Due October 02, 2011.

- Students are required to write a 1-2 page **research** paper. They paper will be about a specific disease that affects the geriatric population.

2nd Quarter - Due January 30, 2012.

- Students will create a resume and reference list to use for employment searches. Due for 3rd Quarter March 30, 2012
- Students will work in small groups to create a simulated professional journal for the MA student. Each group will contribute to the journal.

Assignments and responsibilities will be discussed in class. **4th Quarter –
Due: May 16, 2012.**

- Students are required to participate in numerous health related scenarios and “hands-on” activities. Skills lab is ongoing throughout the year.

**Each student is required to complete a minimum of ten
(10) hours of community service**

5. Instructional Delivery Plan

The following is a description of course requirements:

A. **Quizzes:** During each quarter, there will be vocabulary quizzes. The quizzes will be multiple choices and matching and they may or may not be announced.

B. **Unit /Chapter:** There will be at 2-4 Unit/ Chapter Tests per quarter. The tests will be multiple choice, matching and diagram labeling.

C. **Quarterly Exams:** There will also be a final exam at the end of each quarter. These exams are multiple choice and short answer essay. There will be NO MAKEUPS for exams unless the student provides a doctor’s excuse or have an extreme circumstance that the instructor feels is a legitimate reason for missing the exam.

D. **Class Participation:** Class participation is a very important element of the learning experience. All students are to be actively engaged with class. Each student should contribute to class discussions and class exercises. Behavior will make up 30% of grade. It is an intricate part of the course because it prepares the student for the work force.

E. **Scenario Exercises:** Scenario Exercises and “Hands- On” Activities include CPR and first aid; Computer simulations: in customer service, financial office management and medical records, medical history interviewing and patient education, as well as various other clinical skills needed within a healthcare practice. Student will be role playing and are required to act as both the professional and the patient.

H. **Attendance:** - Attendance is required. All missed work must be made up. Students may have 5 unexcused absences per quarter, more than that can result in failing. More than 12 per semester is an automatic failure for the semester. Excused absences are listed in the student handbook. .

6. Assessment Plan Performance Standards

Grades for the course will be based on the following levels of performance

Grade

Performance Standard

A

Independent Learner

Did research, designed and planned; applied academic skills; evaluated work and made adjustments; did quality work; needed little help from the teacher, sought and found resources independently; demonstrated knowledge with a grade of 90 or higher; produced a quality portfolio.

- B** **Semi-Independent Learner**
 Did research, designed and planned; needed some help from the teacher; did quality work with a few flaws; needed feedback from the teacher to realize work did not meet standards; redid work to meet standards; demonstrated knowledge with a grade of 80 or higher; produced a better-than average portfolio.
- C** **Dependent Learner**
 Needed help to research, design and plan or had to be given a plan; relied a great deal on the teacher; had to be given procedures for performing tasks; required significant help to produce a quality product; final product still did not meet standards; demonstrated knowledge with a grade of 70 or higher; produced an average portfolio.
- D** **Supervised Learner**
 If projects were completed, they were of very poor quality; did not adequately document procedures; did not show criteria for determining quality; scored less than 70 on knowledge tests; produced a poor portfolio.
- F** **Failure**
 Did not complete projects; if projects were completed, they were of such low quality that they did not pass; failed to document procedures; did not show criteria for determining quality; scored less than 60 on knowledge tests; produced a poor portfolio or none at all.

7. Student Evaluation

Employability Skills

Q1- Q4 = 30%

Employability skills equates to professionalism. These are the necessary skills you will need to be successful in the workforce. The overall employability grade is based on the following factors: your ability to communicate effectively, your use of time, your cooperation in class, your ability to follow instructions, your ability to work independently, your care of the worksite, your ability to follow safety rules, your appearance in class, your ability for problem solving, and bringing your materials to each class. Additionally, students must demonstrate the following: reading skills on a level required for employment in healthcare ; writing skills on a level required for employment in healthcare; speaking and listening skills on a level required for employment in healthcare; computer literacy skills on a level required for employment in healthcare ; Reasoning, problem-solving, and decision-making skills; understanding the “big picture;” strong work ethic; positive attitude; independence and initiative; self-presentation skills; satisfactory attendance; and participation as a team member to accomplish goals.

Related Instruction

Q1- Q4 = 30%

Quizzes, unit tests, quarterly exams, health current events journal, the research paper, portfolios, worksheets, and other projects will be used to determine the overall related instruction grade. This is primarily written and oral projects.

Clinical Competencies**Q1- Q4 = 20%**

Will be completed through scenario exercises and “Hands-on-activity,” CPR, virtual computer demonstrations of proper medical record handling, financial management, patient triage and history taking, exam preparation, procedural testing and clinical ratings. This will incorporate technology.

Exams**Valued at 20% of grade.**