

2014-15

**Medical Assistant Syllabus
Advance Course
MA101-MA201-X301**

PRESTIGE
MEDICAL SOLUTIONS

Introduction:

At Prestige Medical Solutions we are fully vested in helping students succeed. Our vision is to be a great place to learn, where people are inspired to better themselves through education and be trained to exceed the expectations of their prospective employers. To help us establish a safe, enjoyable, and rewarding classroom experience we have set non-negotiable site policy and procedures. They cover class etiquette, uniform/identification requirements, and other material relevant to each student. Each student is expected to become familiar with our standards, and individual classroom requirements prior to attending class.

Course Overview:

MA 101: This course provides an introduction to theory and foundational skills in medical assisting for the student. Content includes lecture and discussion on the role of the medical assistant, medical terminology, safety, human anatomy and physiology, screening, medical office emergencies, and patient education and communication.

MA 201: The course is designed to provide preparation for entry-level positions in medical assisting: Theory and laboratory instruction in assisting the physician/practitioner in exam-room procedures, laboratory procedures, pharmacology, providing medications, minor office surgery, and nutrition.

X 301: Students are required to complete 160 hours of an externship at a site approved by Prestige Medical Solutions in order to earn a Certificate of Completion. Students must successfully complete MA 101 & MA 201 prior to X 301.

Purpose:

This course will prepare the Certified Medical Assistant to work in an advanced clinical environment and healthcare setting.

Learning Objectives:

MA 101:

LECTURE CONTENT:

Module A: Orientation to Program & Introduction to Medical Assisting 10%

Module B: Terminology, Anatomy, and Physiology 20%

Module C: Safety 20%

Module D: Medical Office Emergencies/CPR 25%

Module E: Patient Education/Communication 25%

By Conclusion of this course students will be able to:

1. Spell and define key terms.
2. Explain why early innovations in science and medicine were initially rejected or labeled as quackery.
3. Identify significant medical advances during the past 400 years that provided the foundation for today's orthodox health care practices.
4. Discuss forms of holistic medicine.
5. Discuss the growth and history of the medical assisting profession.
6. Identify members of the health care team.
7. Define the general term "doctor" and list three types of professional doctors.
8. List and define the main functions of at least three types of health care.
9. Identify the scope of practice for the medical assistant in the State of NJ.
10. List the professional organizations for medical assistant and their purpose.
11. Define the professional qualifications and duties of the medical assistant.
12. Identify desirable character or personality traits needed to become a successful medical assistant.
13. Demonstrate proper professional appearance.
14. Determine the general requirements for obtaining and maintaining a license to practice medicine.
15. Explain how the physician-patient contract is created.
16. Describe the legal obligations of each party once a contract is created.
17. Outline the circumstances under which a physician may be held liable in a malpractice suit.
18. Explain the legal aspects of medical records.
19. Describe the physician and patient's bill of rights.
20. Specify an example of the principles of medical ethics for physicians and medical assistants.
21. Identify ways to decrease your chances of being sued.
22. List three essential components of communications.
23. Discuss three sources of communication breakdown.
24. Give various examples of verbal and nonverbal communication.
25. State three factors that influence receipt of a message.
26. Identify each of the five levels of Maslow's Hierarchy of Needs.
27. Identify defense mechanisms.
28. Describe the types of telephone communication and special features.
29. Describe techniques used for effective telephone communications.
30. List nine factors that will enhance customer service and discuss the issue of perception in multiculturalism.
31. Discuss issues related to multicultural personal contact.
32. Identify the dynamics of prejudice.
33. Explain why cultural bias (stereotyping) affects the quality of patient care.
34. Know and understand the cultural factors that may affect patient care.
35. Identify the major responsibilities of the medical assistant student.
36. Discuss the value of high standards for the medical assistant student.
37. Describe the relationship between achievement standards as a student and future standards

as a medical assistant.

38. Outline effective study habits that improve student learning.
39. Develop power reading skills that will lead to better methods of memorizing material for long-term recall.
40. Discuss attitudes toward studying and current study skills habits.
41. Identify learning styles.
42. Demonstrate calculation skills.
43. Calculate a correct sum when adding whole numbers.
44. Calculate a correct difference when using subtraction of whole numbers.
45. Calculate a correct product when using multiplication of whole numbers.
46. Calculate a correct quotient when using division of whole numbers.
47. Demonstrate competency in obtaining correct answers when working with decimals.
48. Define symbols and terms.

MA 102:

LECTURE CONTENT:

Module A: Introduction to Skills Lab and Exam Room Procedures 15%

Module B: Specialty Procedures/CPR 15%

Module C: Pharmacology 20%

Module D: Minor Office Surgery 10%

Module E: Laboratory Procedures 25%

Module F: Client Teaching/Communication 15%

By Conclusion of this course students will be able to:

1. Spell and define the key terms.
2. Differentiate between standard precautions and transmission-based precautions.
3. List various examples of requirements when following standard precautions.
4. Discuss how to properly clean and decontaminate spills of blood or body fluids.
5. Discuss the disposal of medical wastes, including the information to be found on the label of each container.
6. Determine the relative risk of disease transmission and the type of medical waste generated and its disposal.
7. Define a microorganism and give examples of various types of microorganisms.
8. List several ways the body can defend itself against disease.
9. List the body's protective mechanisms to infection.
10. Identify and describe conditions that promote the growth and spread of microorganisms. Differentiate between direct and indirect transmission and give an example of each.
11. Identify and describe conditions that promote the growth of pathogens.
12. List, in order, the six links in the chain of infection.
13. Differentiate between medical and surgical asepsis.
14. Devise a workplace information sheet on the levels of infection control.
15. Explain how proper hand washing helps prevent the spread of microorganisms and when hand washing should be performed.
16. List several guidelines to follow in order to maintain medical asepsis.
17. List selected infectious diseases, including the mode of transmission, signs, and symptoms of each.
18. Discuss the purpose, concerns, and selected regulations as related to infection control and the medical assistant.

19. Differentiate, identify, list and discuss the principles essential to safely, accurately, and efficiently prepare clients for examinations.
20. Differentiate, identify, list and discuss the principles essential to safely, accurately, and efficiently perform clinical laboratory testing.
21. Differentiate, identify, list and discuss the principles essential to safely, accurately, and efficiently assist the physician with special procedures.
22. Differentiate, identify, list and discuss the principles essential to safely, accurately, and efficiently assist the physician with minor surgery.
23. Calculate, identify, list, and discuss the principles essential to pharmacology and medication administration.
24. List, define, identify, and discuss principles of pharmacology necessary to safely provide medications to clients.
25. State three factors that influence receipt of a message.
26. Identify each of the five levels of Maslow's Hierarchy of Needs.
27. Identify defense mechanisms.
28. Describe the types of telephone communication and special features.
29. Describe techniques used for effective telephone communications.
30. List nine factors that will enhance customer service and discuss the issue of perception in multiculturalism.
31. Discuss issues related to multicultural personal contact.
32. Identify the dynamics of prejudice.
33. Explain why cultural bias (stereotyping) affects the quality of patient care.
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Materials:

Main Textbook: Bonewit-West & Hunt & Applegate

Today's Medical Assistant: Clinical and Administrative Procedures

Review Textbook: Bonewit-West & Hunt

Today's Medical Assistant: Clinical and Administrative Procedures, 2nd Edition

In-Class Material: Numerous handouts and online material will be provided

Medical Assistant Program Schedule:

Mondays (MA 101) 9:00 AM – 11:30AM
(from 01/21/14 to 05/25/14) 1:00 PM – 2:50 PM

Tuesdays & Wed (MA 201) 8:30 AM – 3:30 PM
Thursday (MA 101) 9:00 AM – 11:30 AM

Course Lecture

Mondays 9:00 AM to 11:30 AM
Tuesdays & Wednesdays: 8:30 AM to 10:20 AM
Thursdays: 9:00 AM to 11:30 AM

(1/2 semester) 1:30 PM to 3:20 PM

Clinical Skills Lab

Tuesday & Wednesday: 10:30 to 12:20 & 1:00 to 3:20 PM

Externship (Summer Session)

Monday – Friday: the schedule may be as short as 40 hours per week times 4 weeks to equal 160 hours. However schedules may vary widely depending on facilities' accommodations and needs. For example the externship may also be 8 weeks of 20 hours per week or 10 weeks of 16 hours per week. Students must be flexible with variable schedules.

Please see the calendar below for the class and exam schedule. While we try to maintain this schedule, it is subject to changes and adjustments as necessary to successfully meet the course objectives.

Lecture

Week #	Dates	MA 101 Lecture Mon & Thur 9- 11:20 A	MA 101 Exam Dates Monday 9-10:00 A	MA 201 Lecture Tues & Wed 8:30-10:30A	MA 201 Exam Dates Wed 8:30-9:30	Study Guide Chapter # & Due Dates Weds 12:20P
1	January 21-23	MLK Holiday No Class Jan 21 st	Thursday: Orientation to Syllabus Ch 1	Orientation to Handbook & Syllabus Ch 2 & 17		
2	January 28-31	Ch 3	Ch 1	Ch 4 & 18	Ch 2 & 17	Ch 1,2,17
3	February	Ch 5		Ch 19	Ch 4 & 18	Ch 4 & 18

	03-06					
4	February 10-13	Ch 6	Ch 3	Ch 20	Ch 19	Ch 3 & 19
5	February 17-20	Monday Presidents Holiday HW: Ch 7	Thursday. Exam CH 5	Ch 21	Ch 20	Ch 5 & 20
6	February 24-27	Ch 8	Ch 6	Ch 22	Ch 21	Ch 6 & 21
7	March 03-06	Ch 9		Ch 26		Ch 7
8	March 10-13	Ch 10	Mid-Term Ch 7 & 8	Read Ch 26		Mid-Term Ch 8
9	March 17-20	Ch 11	Ch 9	Ch 26 & 22	Exam Ch 26	Ch 9 & 26
10	March 24-27	Ch 12	Ch 10	Ch 22 & 23	Exam Ch 22	Ch 10 & 22
11	March 31- April 03	Monday Holiday HW: Ch 13	Ch 11	Ch 25 & 26	Exam Ch 24	Ch 12 & 24
13	April 14-20	Spring Break No Classes This Week Homework: Complete Study guides for CH 14, 15, 25 & 26				
14	April 21-24	Ch 16	Ch 14	Ch 27 & 28	Exam Ch 26	Ch 14 & 26
15	April 28 – May 01	Ch 31	Ch 15	Ch 28 & 29	Exam Ch 27	Ch 15 & 27
16	May 05- 08	Ch 31	Ch 15	Ch 32	Ch 30	Ch 15 & 30
17	May 12-15	Ch 34		Ch 33 Presentations Tues & Wed		Ch 31 & 32
18	May 19-22	Skills Lab Check off Tuesday 8:30A- 12P	Final Exam Ch 16,31,34 Monday 9A- 11:30A	Externship Placement and Final Skills Check off	Final Theory Exam MA 201 Ch 19,32 & 33 Wed 9A- 11:30P	Ch 33 & 34

Clinical Lab

Week #	Dates	MA 101 10:30A-12:20P Tuesdays Handbook Workshop	MA 201 10:30A-12:20P Wenesdays Online Workshop	MA 101 1:00P – 3:20P Tu & Wed SKILLS	MA 201 1:00P-3:20P Tu & Wed SKILLS
1	Jan 21-23	Pg 30-48	Online Lessons	Ch 17 Start w/ Handwashing	Ch 2 & 17
2	Jan 28-31	Pg 49-67	Online Lessons	Ch 18	Ch 18
3	Feb 03-06	02/03 EXAM #1: Dosage Pg 68-89	Online Lessons	Ch 19	Ch 19
4	Feb 10-13	Pg 90-128	Online Lessons	Ch 20	Ch 20
5	Feb 17-20	Pg 128-139	Online Lessons	Ch 21	Ch 21
6	Feb 24-27	Pg 140-154	Online Lessons	Ch 22	Ch 22
7	Mar 03-06	03/03 Exam #2: Dosage Pg 154-175	Online Lessons	Ch 23	Ch 23
8	March 10-13	Pg 175-195	Online Lessons	Ch 24	Ch 24
9	March 17-20	Pg 195-216	Online Lessons	Ch 25	Ch 25
10	March 24-27	Pg 217-230	Online Lessons	Ch 26	Ch 26
11	March 31- April 3	Pg 230-255	Online Lessons	Ch 27	Ch 27
12	April 7-10	Pg 255-274	Online Lessons	Ch 28	Ch 28
13	Spring Recess				
14	April 21-24	Pg 275-301	Online Lessons	Ch 30	Ch 30
15	April 28- May 01	Pg 275-301	Online Lessons	Ch 31	Ch 31
16	May 05-08	Pg 301- 320	CH 33	Ch 32	Ch 32
17	May 12-15	Skills Check Off 5/12: Exam #3: Dosage FiNAL	Ch 34 Skills Check Off	Ch 33	Ch 33
18	May 19-22	Final Skills Check Off	Final Skills Check Off	Final Theory Exam	Final Theory Exam

Grading:

Out of Class Assignments:

Students must devote to over 10 hours/week on assignments including but not limited to:

- Assigned text readings and related health articles.
- Workbook assignments.
- Computer tutorials.
- Practice exams.
- Project Preparation
- Report Preparation
- Written Assignments
- Study

Reading and Workbook assignment:

Please read the assigned chapters prior to the date that the chapter is calendared. Please complete the study guide assignments for each chapter after you have read the chapter. Please be sure to bring your Study Guide with the chapters completed on each of the quiz days with the chapters completed that you will be tested on. If you do not turn in your completed study guide prior to the administration of the quiz, you will receive a 20% reduction in the credit you would have earned had the quiz been completed and submitted prior to the quiz.

Quizzes and Exams:

A grade of "C" or 75% or better in all courses must be attained in order to progress to externship (X 301)

A theory examination schedule will be given to the student at the beginning of the course.

An instructor may choose to add short written quizzes, written papers, student presentation, etc. and assign points to them.

Theory grades are calculated on a point system and converted to a percent score.

EXAMPLE: If 40 points is the # of points you answered correctly and the possible maximum score is 50 points. This 40 is divided by 50 then your grade is 40/50 or 0.80 which translates to 80% which would be a B.

Important: Prestige Medical Solutions maintain strict scholastic standards. The grading standard of the M.A. Program on an ABSOLUTE SCALE is as follows:

Theory Clinical/Skills Lab Grade Grade Point Average

100 – 90 Satisfactory (A)

89 – 80 Satisfactory (B)

79 – 75 Satisfactory (C)

74 - 60 Unsatisfactory (D)

59 - below Unsatisfactory (F)

A grade of "C" or better is necessary to pass any given course. At the midterm, a student doing less than "C" work in theory will be given notification of academic deficiency. A student whose clinical performance is not satisfactory may be given a remediation plan noting areas needing improvement and by what date the improvement must be made.

Classroom Conduct/Student Responsibility: Please refer to the adopted student handbook.

