

ADULT EDUCATION MEDICAL ASSISTING PROGRAM GUIDE 2014-2015



Pam Wheeler, RN, BSN-Instructor

Martha Janczura, RMA - Aide

Barb Natterer RN, BSN-Externship Coordinator

**Crispina Mayes, RN, BSN, MT (ASCP), RMA-Health
Coordinator**

Gary A. Searle, Director of Adult Education

**MEDINA COUNTY CAREER CENTER
ADULT EDUCATION
MEDICAL ASSISTING
Program Overview**

August 18th, 2014 – May 18th, 2015

910 hour Program

Monday – Thursday 9:00 a.m. – 4:00 p.m.

116 classroom days x 6.5 hours = 754

Including Monday, May 18th, 2015 for Final Evaluations

Certification Exam Dates TBA

Externship (March 27th – May 14th, 2015)

160 hours

Must work minimum of 27 hours week to complete externship on time

*Note: Calamity days must be made up at instructor's convenience.

(330)725-8461 MCCC

The Medina County Career Center Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

*Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
Ph: 1-727-210-2350
www.caahep.org*

2014-2015 PROGRAM DESCRIPTION

Adult Education Medical Assisting Program Philosophy

We believe that the Adult Education Medical Assisting Program's primary goal is to develop the abilities, attitudes, work habits, and appreciation necessary for students to become effective, creative, and sensitive citizens of our society.

We believe that our goal is to teach students who have chosen to pursue entry-level positions in the field of medical assisting and other related medical careers in such a way that they will become aware that work is a way of creating opportunities and developing skills that will improve their lives. These new skills will help give them a sense of accomplishment and an understanding that they can make a positive contribution to the future of this country.

We believe our goal is to have students gain experience in decision-making, accepting responsibilities and consequences for their actions. Students will discover and develop their self-esteem, gain mutual respect and understanding with others.

Program Goals

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Our goal is to provide students with a curriculum of liberal arts and technical units in an environment that enhances learning and is flexible with individual development.
- Upon completion of the program, all students will demonstrate the personal and professional behaviors consistent with the expectations of the profession and the employer.
- Upon completion of the program, all graduates will be registered for and successfully complete a national certification examination in the field of medical assisting.

Adult Learning Principles

Adult classes are made up of people with a variety of experiences; hence it is necessary to use individual instruction to relate the material to the student's experience.

Adult students are well motivated, eager to learn, and appreciative of quality teaching.

Adults want to understand the use of a skill before they practice that skill; therefore, a variety of teaching methods will give a realistic approach to learning. Adults want short units and to cover the material in the course as rapidly as possible, yet remain sensitive to those who may fall behind.

The Medical Assisting students are required to take the Test of Adult Basic Education (TABE) prior to being admitted. A 9th grade equivalency is required in reading, spelling, math computation and math application. If a student scores below the cutoff, he/she will be referred to the Adult Literacy Education (ABLE) Program for individual tutoring.

The student attending the ABLE program will be admitted on a conditional basis and have one semester to reach the cutoff score at the end of the semester; he/she will be dismissed from the program.

Credits transferred from a non-accredited Medical Assisting Program must be approved by the Adult Education Director. The transfer credit must be equivalent competencies and may not exceed 50% of the MCCC Medical Assisting coursework program. The externship must be completed in the MCCC program.

The Medina County Career Center does not remunerate students for work done on medical assisting externship assignments. There will be no payment of any type made to the student for the externship experience.

Program Description

MCCC Adult Ed Medical Assisting Program is a comprehensive course designed for students new to the Medical Assisting industry. The program combines Medical Assisting theory & terminology with hands-on learning in a lab environment. This learning prepares students for the Registered Medical Assistant (RMA) certification exam and the National Registered Certified Medical Assistant (NRCMA) certification exam. Students will sit for the RMA certification in the month of May prior to graduation and will sit for the NRCMA in the month of June. Students will be taught the skills necessary to perform both medical front office duties and clinical medical assistant duties for an entry-level position as a medical assistant. Students will develop the skills necessary to prepare for interviewing for medical assisting positions. The program consists of the following areas:

Theory: Each class begins with a review of prior learning. New information is then presented through instructor lecture using whiteboards, Power Point slides and video or computer software. Textbook(s), pencil/pen, notebook paper and medical assisting textbooks are required. Students are also required to participate in discussion, take notes from lecture, and complete required readings and homework in a timely manner.

At the end of each of the four (4) grading terms, a theory grade is calculated based on chapter tests, quizzes, homework, other written assignments, and resumes/cover letters. Any assignment not turned in when due will be counted as a zero (0) in the grade book. Students must maintain a C (74%) average both in theory and lab for each individual term in order to graduate.

Lab: Students will take their theory learning into the lab to practice hands-on skills. The instructor will begin by providing a whole-class demonstration and students will usually work in pairs or small groups to accomplish tasks defined by the instructor.

Students will also work independently on skills while the instructor circulates throughout the lab. Students will be expected to show performance on select skills during the lab portion of the program.

At the end of each of the four (4) grading terms, a lab grade is calculated based on skill check-off lists, quizzes, projects, student demonstrations, other hands-on assessments, and completion of the clinical externship experience. Competencies in the workbook will be used for a portion of the lab grade.

Tests:

1. All of the chapter tests will be online computerized tests.
2. Instrument tests may be paper/pencil tests that will be graded by the instructor.
3. If a student misses a test, he/she may make-up the test under the following conditions:
 - The student has notified the instructor of the absence prior to the test day.
 - The student has permission from the instructor to make-up the test.
 - The student has completed the test on the day that they returned from the absence.

Accreditation: The Medical Assisting program is accredited by the Commission of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Review Board (MAERB). CAAHEP is located at 1361 Park Street, Clearwater, Florida 33756.

Career-Technical Credit Transfer: Upon successful completion of the Medical Assisting program, students may earn 18 semester or 29 quarter hours of college credit. This college credit can be transferred to any 2-year or 4-year public college or institute of higher education in the state of Ohio.

Homework & Study Time: Students are expected to come to class prepared to discuss the day's lecture material and participate in lab activities. Lectures and activities will be based on assignments from the previous day on the syllabus (for example: Tuesday, August 16th lecture will be based on assignments listed on Monday, August 15th syllabus). Please refer to the syllabus for detailed information on all assignments.

Homework assignments are listed in the weekly schedule given to students every Monday morning. Students will be given a large envelope to keep their assignments in. All assignments are to be submitted as a packet and are due on the following Monday morning. One of the weekly assignments will be randomly selected as a packet test which is worth 100 points.

Students should expect to spend from one to three hours per day on homework and reading assignments. Reading all of the required material, participating in class discussions and lab practice should prepare the student for tests and quizzes. All material assigned within each chapter, whether discussed in class or not, is fair game for all tests.

Multiple choice chapter tests will be given weekly on Mondays, Tuesdays and Thursdays. The tests will be given on Tuesday if class is not held on a particular Monday. Students will have the previous weekend to study for all exams. Please refer to the syllabus for a complete schedule of test dates. Lab skills such as instrument identification, taking and recording vital signs, phlebotomy and various laboratory skills will be reviewed and tested during lab time.

Externship (160 hours): Starts in the fourth term. Students will be assigned to an externship site based on availability of clinical site and the instructor and practicum coordinator's assessment of fit between student and clinical site.

Students are required to do a "meet and greet" appointment with the chosen clinical site. While at the initial appointment, the student will discuss the work schedule and duty expectations of the office.

If the medical office declines to host the student after the "meet and greet" interview **or** the student declines the clinical site, it will be the student's responsibility to secure a new clinical site. The site chosen by the student must be approved by the instructor and it cannot be a site that currently has an affiliate agreement with MCCC.

The students will be supervised by a clinical site staff member during their practicum. Students will not receive compensation for their work while participating in the practicum experience.

The instructor will make weekly visits to each student's clinical site. The purpose of the visit is to make an on-site assessment of student experiences and the quality of learning opportunities.

Hepatitis B Inoculations:

Hepatitis B is a serious, potential life-threatening disease that affects the liver and is caused by the hepatitis B virus (HBV). HBV is spread through contact with blood or body fluids of an infected person.

Some of the potential complications of HBV infection include:

- Loss of appetite
- Pain in muscles, joints, and stomach
- Jaundice (yellow skin or eyes)
- Liver damage
- Liver cancer
- Death

Hepatitis B Vaccine can prevent hepatitis B and the consequences of HBV infection such as liver damage and liver cancer.

Hepatitis B vaccine is usually given as a series of three injections (shots), giving the individual long-term protection from HBV infection.

The vaccine is provided to the students as part of their tuition. The Lodi Hospital occupational health nurse provides the vaccine in the form of a shot to the students at a prearranged date and time here at the Medina County Career Center. Students are to come to class one hour earlier on the prearranged day so that the administration of the vaccine will not interfere with regular classroom hours.

The first shot will be given between the months of September and October. The second shot will be given no sooner than 30 days and no later than 60 days from the date of the first shot. The third and last shot will be given six months after the first.

Students are required to be present on the days of scheduled vaccine shots. If the student is absent on the day of any scheduled hepatitis B shot, the student will be responsible for contacting the occupational health nurse at Lodi Hospital to make arrangements to receive the hepatitis B shot.

Tuberculosis Skin Test:

Tuberculosis is an infectious lung disease caused by the tuberculosis bacteria. A **Two-Step** Tuberculosis (TB) skin test with negative results (a negative result means you were not exposed to the tuberculosis bacteria; a positive skin test means you may have been exposed to the tuberculosis bacteria) is required prior to the start of clinical externship. The Lodi Hospital Occupational Health Nurse will come to MCCC on prearranged day and time. Students are required to be present on that day. If absent, it is the student's responsibility to contact the occupational nurse at Lodi Hospital to make an appointment to receive the TB skin test at Lodi Hospital.

- Each step of the TB skin test consists of a shot just under the skin with the TB screening reagent and looking at the skin where the shot was given within 72 hours. (Two step = 1. Shot & look at skin for a reaction or no reaction, 2. wait a week, then another shot to the skin & look at skin for a reaction or no reaction)
- Please note that the two-step TB test requires a minimum of 14 days to complete. There can be no more than three weeks from the time the skin is looked at in Step One and a shot under the skin is placed for Step Two.
- Negative results (no skin reactions) from BOTH steps must be given to the instructor.
- A **negative chest x-ray** and a statement from your physician stating that “there is no evidence of active TB disease” can be submitted in the event of a positive skin reaction to the TB skin test.
- If you do not get the test done (either step) until right before the first day of clinicals, you will not have the entire test completed until after clinicals start. This means that you will NOT be allowed to participate in clinicals.

TB Testing and HepB series is provided through Lodi Hospital's Occupational Health Department. The nurse comes to the career center during the month of late September or early October to start the required testing and inoculations. Copies of completed TB testing and HepB series are kept in the medical assisting file in the adult education office.

CORE CURRICULUM

Medical Terminology & Anatomy and Physiology

Text: *The Language of Medicine*, Tenth Edition, Author: Davi-Ellen Chabner, Publisher: Saunders, 2014

Course Description:

This is a comprehensive course that combines medical terminology with anatomy and physiology in one text. Course material is covered over **three terms** for a **combined total of 162 clock hours**. Obstetrics, special senses, child health, mental health, gerontology, oncology, pharmacology, and radiology/diagnostic imaging will also be covered.

Medical Terminology: Material covered will include the basic structure of medical words, word building, definitions, and applications of medical terminology. The content of the medical terminology portion will help the student to learn and apply word building rules to be able to combine word parts (prefixes, suffixes, combining forms) to form medical terms. By the end of this course the student will be able to correctly identify, define and form medical terms.

Anatomy & Physiology: The student will be able to identify body planes, body regions, body cavities, directional planes and body quadrants as they apply to the field of medicine. The student will learn about muscles and joints and the various body systems (i.e. integumentary, skeletal, nervous, blood and lymph, cardiovascular, respiratory, digestive, endocrine, urinary, and reproductive). By the end of this course, the student will have a better understanding of anatomy & physiology, common pathology/diseases of the various body systems, and the types of diagnostic/treatment modalities used in the medical field.

Medical Office Administration

Text: *Kinn's The Medical Assistant, An Applied Approach to Learning*, Twelfth Edition. Authors: Alexandra P. Young and Deborah B. Proctor, Publisher: Saunders, 2014

Course Description:

This is a comprehensive text that covers both the administrative and clinical aspects of the course. Medical assisting administrative course work is covered during **term one** for a **total of 140 clock hours**.

The administrative part of this course will explore the career of the medical assistant, beginning with the examination of the medical assistant as a profession and the healthcare industry and continuing on to the daily responsibilities of a medical assistant. This course is designed to prepare the student for an entry-level position as a medical assistant. Subject matter covered includes, but is not limited to, basic medical assisting clerical functions, fundamental writing skills, bookkeeping principles, insurance procedures and diagnostic coding, operational functions and use of electronic technology.

The course is designed to meet entry-level medical assistant administrative competencies as developed by the American Association of Medical Assistants. Administrative competencies are evaluated and graded by utilizing a competency skills checklist. Entry-level competencies include, but are not limited to:

Performing clerical functions such as:

- scheduling/managing appointments
- scheduling in/outpatient admissions and procedures
- organizing a patient's medical chart
- filing medical records

Performing bookkeeping procedures:

- preparing a bank deposit
- posting entries on a day sheet
- performing accounts receivable procedures
- performing billing/collection procedures
- posting adjustments
- processing credit balances
- processing refunds
- posting non-sufficient fund (NSF) checks
- posting collection agency payments

Processing insurance claims:

- applying managed care policies & procedures
- applying third party guidelines
- performing procedural coding
- performing diagnostic coding
- completing insurance claim forms

Medical Assisting clinical course work is covered during **terms two and three** for a **total of 321 clock hours**.

The clinical portion of the course will give the student the necessary skills to be able to secure employment as an entry-level medical assistant. Classroom topics include, but are not limited to: asepsis, infection control, specimen collection/processing, diagnostic testing, patient care/instruction, pharmacology, and medical emergencies.

This course is designed to meet entry-level medical assistant clinical competencies as developed by the American Association of Medical Assistants. Clinical competencies are evaluated and graded by utilizing a competency skills checklist. Entry-level competencies include, but are not limited to:

Fundamental procedures:

performing hand-washing
wrapping items for autoclaving
performing sterilization techniques
disposing of bio-hazardous materials

Specimen collection:

performing venipuncture
performing capillary puncture
obtaining specimens for microbiological testing
instructing patients in the collection of a clean-catch mid-stream urine

Diagnostic testing:

performing electrocardiography
performing respiratory testing
performing urinalysis
performing hematology testing
performing chemistry testing
performing immunology testing
performing microbiology testing

Patient care:

performing telephone & in-person screening
obtaining vital signs
preparing /maintaining exam and treatment areas
preparing patient for & assisting with routine and specialty exams
preparing patient for & assisting with procedures, treatments, and minor office surgeries
applying pharmacological procedures to prepare & administer oral and parenteral (excluding IV) medications

maintaining medication and immunization records
screening and follow-up on test results

Patient instruction:

explaining general office policies
instructing individuals according to their needs
providing instruction for health maintenance & disease prevention
identifying community resources

Operational functions:

performing an inventory of supplies & equipment
performing routine maintenance of administrative & clinical equipment
utilizing computer software to maintain office systems
use methods of quality control

Professional communications:

respond to and initiate written communications
recognize and respond to verbal/nonverbal communications
demonstrate telephone techniques

Legal concepts:

identify and respond to issues of confidentiality
perform within legal and ethical boundaries
establish and maintain the medical record
document appropriately
demonstrate knowledge of federal and state health care legislation and regulations

Administrative Skill Supplemental Tasks

SimChart for the Medical Front Office, 1st Edition, By Elsevier, 2014

Course Description

Designed specifically as an electronic health record (EHR) learning tool for Medical Assisting students, SimChart for the Medical Office offers realistic, hands-on practice in all the necessary tasks required of a modern medical assistant — from clinical skills to front office (administrative) skills and practice management skills (billing, coding, and insurance). This intuitive, online simulation program features 100 interactive assignments tied to 220 ABHES and CAAHEP competencies to ensure your graduates meet all of the necessary MA accreditation standards.

SimChart for the Medical Office assignments enforce workflows medical assistants will encounter in most medical offices. The general steps required to complete assignment tasks are provided to students. These steps, along with information provided in the Assignment Description or simulation, provide students with the information necessary to successfully complete assignments. The amount of information provided within the simulation is determined by the purpose of the assignment. Assignments are separated into front office, clinical care, and coding & billing. The instructor will assign specific assignments as they correspond to the content that the students will be covering. All assignments are internet based. Students will access the Evolve website at <http://evolve.elsevier.com>.

Student's internship duties for this simulation course will include a variety of medical office tasks. Upon completion of this simulation, students should be able to:

- Register a patient
- Schedule an Appointment
- Prepare Patient and Office Communication
- Prepare Patient and Office Form
- Document a Phone Encounter
- Create a New Encounter
- Document in an Existing Encounter

- Document a Chief Complaint
- Document a Health History
- Document an Allergy
- Document a Medication
- Document Vital Signs
- Document an Immunization
- Document Patient Education
- Document Preventative Services
- Document Problem List
- Document an Out-of-Office Order
- Prepare a Medication Prescription
- Order a Requisition
- Document Progress Notes
- Complete a Superbill
- Update a Ledger
- Submit a Claim
- Complete a Day Sheet

Communications/Law & Ethics

Text: *Kinn's The Medical Assistant, An Applied Approach to Learning*, Eleventh Edition.
 Authors: Alexandra P. Young and Deborah B. Proctor, Publisher: Saunders, 2014.

Course Description

This is a comprehensive text that covers the communications, psychology, law & ethics aspects of the medical assisting program. Course material is covered during **term one** for a **combined total of 54 clock hours**.

Self-awareness is an important component of communication skills and is the first topic to be covered. Basic communication skills include being able to recognize and respond to verbal and nonverbal communication. The student will learn how to adapt their communication skills to meet the individualized needs of others. Other topics covered include recognizing defense mechanisms, the diverse community of patients, developmental learning theories across the life span, hereditary, cultural and environmental influences on behavior, and appropriate therapeutic responses to client needs.

The law & ethics portion of the course will provide the student with a basic understanding of legal guidelines and requirements for healthcare. Areas to be covered include statutory law, common law, administrative law, civil law, and criminal law. Standards of care, medical malpractice, negligence, contracts, litigation, statute of limitations, consent/informed consent, licensure, certification and registration are also covered. The importance of confidentiality as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) is an important component of the course. The importance of medical ethics and related issues will also be explored.

Medical Math

Text: *Calculation of Drug Dosages*, 9th Edition, By Sheila J. Ogden, RN, MSN and Linda Fluharty, RN, MSN

This text provides students with an extensive review of essential math concepts before introducing and clearly explaining the ratio and proportion, formula, and dimensional analysis methods of drug calculation. The book's popular "worktext" format builds on concepts as they go and reinforces what they learn through more than 1,800 practice problems.

Course Description

Medical math is covered during term two for a **total of 51 clock hours**. The medical assistant is expected to be able to dispense certain medications as ordered by the physician. This text provides students with an extensive review of essential math concepts before introducing and clearly explaining the ratio and proportion, formula, and dimensional analysis methods of drug calculations. This book's "worktext" format builds on concepts as they go and reinforces what they learn through more than 1,800 practice problems. It offers students the best way to competently and confidently calculate drug dosages. It also, provides all necessary material in a simple-to-complex sequence with brief rules, succinct examples, and logical steps to understanding and mastery of the underlying concepts. Each chapter begins with a pre-test to test their knowledge of materials that will be covered in that chapter. Each chapter also provides Work Sheets to practice problems and Post-Tests for a review of the chapter. The text presents pharmacology principles and selected illustrations to enhance learning relevant to specific calculation areas. Answers are completely worked out in the back of the book for all pre-tests, worksheets, and post-tests so that the learner can pinpoint areas of need. Concepts of the nursing process, logical thinking, and critical thinking are employed throughout the text, with highlighted clinical alerts to call the reader's attention to dose-related safety situations in actual practice that have resulted in medication errors. Priorities are placed upon patient safety, and proofs and labels are requested for answers to all the basic problems to avoid errors.

CPR & First Aid

Barb Natterer RN - Instructor

Text: *American Heart Association CPR and First AID*

Course Description

Students are required to learn CPR and First Aid prior to starting externship rotation. The course is taught by a Certified Instructor and will provide the student with the knowledge needed to give either basic first aid or CPR in an emergency situation.

Safety and Emergency Practices

No text required

**Jessica Miles-Medina County Health Department, Resource contact
Jacqui Russell- EMT Instructor/Emergency Preparedness and Assisting with Medical
Emergencies**

Course Description

Students will learn requirements for responding to hazardous material disposal, critical elements of an emergency plan for response to a natural disaster or other emergency, emergency preparedness plans for Medina County, and discuss potential roles of the medical assistant in emergency preparedness. Case Scenarios are used to enable students to use critical thinking in an emergency situation. Mock Emergency Disaster Simulation activities.

Externship

No text is required

Course Description

A clinical externship is required during the fourth term of the course. The purpose of the clinical externship is to give the student practical experience utilizing the clinical skills learned in the student laboratory throughout the prior three terms. The student is expected to perform the duties of a medical assistant during their clinical rotation. This is a supervised and unpaid externship experience. The course is **160 contact hours** in length.

The medical assisting instructor in consultation with the practicum coordinator will assign a clinical site to each student who has successfully completed all classroom work. Students must successfully complete all classroom work and a clinical rotation before a certificate of completion in medical assisting will be awarded.

Academic Counseling: The Academic Counselor and Job Placement Coordinator works with each student throughout the year to identify pathways to achieving success with their program and career goals. Barriers to success are identified and goals for overcoming these obstacles are set. Students learn to understand their learning style and suggestions are presented for developing solid study and test-taking skills. The adult student also learns about prioritizing and balancing school with personal, family and/or employment commitments. Developing and meeting both short and long-term goals culminates in a rewarding career in Medical Assisting.

Job Placement: Students complete 10 hours of computer training, resume writing, interviewing skills and job-seeking techniques within Medical Assisting. By program end, students submit a completed resume as well as participate in a mock interview as part of their grade. Students receive feedback on both the resume and mock interview. Students also have the opportunity to post their resume and credentials with *Ohio Means Jobs* and learn how to access job opportunities with this Internet site. Routinely, job leads for consideration will be forwarded directly to each student's personal email account. Students provide job placement information to the school through a follow-up survey.

Individual Assistance: Individual appointments to discuss academic, personal or social concerns with the Academic Counselor and Job Placement Coordinator may be arranged directly with the coordinator or through the Adult Education Office. On occasion, instructors may also refer students for individual assistance to address an escalating concern. **Information discussed in private will remain confidential unless a student is personally in danger or is in danger of hurting themselves or others.** Students may discuss, review and explore solutions and will be empowered to address their concern in an appropriate and respectful manner at the correct level of authority (i.e., instructor, supervisor, or director).

Contact Information: Elaine Reichart, M.S. Ed.
Academic Counselor and Job Placement Coordinator
330-725-8461, Ext. 760
ereichart@mcjvs.edu

MCCC Media Services: Educational resource materials are current and available for use by students and instructors. These materials include classroom periodicals; business, professional and technical reference manuals; audiovisuals; instructional DVDs/CDs and industry related software. Computers and Internet access is available in the Adult Education Computer Lab. Check at the Adult Education office for a current schedule of open hours).

The following resources are available to all MCCC students:

Resource	Description	Username	Password
www.mcjvs.edu	District Information		
www.mcjvs2.org	Online software, calendar		
www.learningexpresslibrary.com	Career specific test prep	mccc	explore
www.ocis.org	Careers, Ohio Information System	medinacc	ohiocis03
www.infohio.org	Collection of resource sites	infohio	power
find.galegroup.com	Online electronic books	medinacc	medina

A resource list of websites related to employment, job readiness and county/state services is located on the Admissions webpage for Adult Education at www.mcjvs.edu.

A resource list of websites related to industry-specific information, textbook resources and test prep will be distributed by the instructor.

Lab Availability for Medical Assisting Students

**Computer Lab is available to students Monday – Thursday from 8:00 am – 9:00 pm. You may access the computer lab around scheduled lectures and tests. Computer lab is also available on Fridays from 8:00 am – 3:00 pm. If you are utilizing the computer lab outside of class time you must sign in and out through the Adult Education office.

**Medical Assisting practical lab is available to students Monday – Thursday from 8:00 am – 4:00 pm. Lab is available on Fridays by appointment only. You will not be permitted in the lab without supervision of a staff member. You may access the lab around scheduled class time and testing.

2014-2015 BOOK LIST MEDICAL ASSISTING

Kinn's The Medical Assistant
Text 12th Edition/study guide/procedure checklist
Simchart for the Medical Office
Young
ISBN 9780323280365

Mosby's Drug Guide for Nursing Students
With 2014 Updates
Skidmore
ISBN 9780323170215

Calculation of Drug Dosages 9th Edition
Ogden
ISBN 9780323077538

The Language of Medicine Instant Translator
Ogden
ISBN 9781455758319

The Language of Medicine 10th Edition
Chabner
ISBN 9781455728466

Dorland's Pocket Medical Dictionary
ISBN 9781455708437

SimChart for the Medical Office 1st Edition
Elsevier
ISBN 9780323241953

Medical Assisting Grading

Grades for all Medical Assisting Courses are based on the following scale:

91-100% = A
81-90% = B
71-80% = C
61-70% = D
60 & below = F

Medical Assisting students must have a C (74%) grade average in each component of the program (theory, laboratory and externship). To progress to term four and participate in the externship program, the student must achieve an individual grade of C (74%) or higher in theory and lab.

Course Requirements/Exams/Assignments

1. Attend and actively participate in class.
2. Read and complete all assigned material.
Students are required to have a physical, two-step mantoux test, and Hepatitis B series completed. You will need to go to Lodi Community Hospital, 225 Elyria St, Lodi, Ohio 44254, (330)948-1222 or 1-800-520-6000. Contact the Occupational Health Department. This must be completed by February 1, 2015 or you will not be able to go on externship. If you have already had your Hepatitis B series you must bring in a copy of it so we can copy for your file.
3. You cannot miss more than 10% accumulative of the 910 hour program or you may be removed from the program.
4. Attend your externship site on scheduled days and complete the required 160 hours of clinical time in order to sit for certification examinations and for graduation.

Grades will be based on the following:

Terms One – Three

Theory:

- Administrative exams
- Professional Communications/Psychology/Law & Ethics exams
- Medical Assisting exams
- Terminology exams
- Attendance

Lab:

- Lab packet due every Monday
- Packet test every Monday
- SimChart for the Medical Front Office
- Competency Testing
- Attendance

Term Four – Externship grading criteria will be announced during third term. *NOTE: All externship paperwork must be turned in by 9:00 am on May 14th, 2015 in order to sit for the certification exams.

CERTIFICATION EXAMS – As a medical assisting student completing all the requirements for the program you will be eligible to sit for several certification exams. Your instructor will notify you when these exams are scheduled.

REQUIRED:

1. **RMA** – Registered Medical Assistant.
2. **NRCMA** – Nationally Registered Certified Medical Assistant
 - **These exam fees are included in your tuition.**

OPTIONAL:

1. **NRCPT** – Nationally Registered Certified Phlebotomy Technician
2. **NRCEKG** – Nationally Registered Certified EKG Technician
 - **Students will be responsible for payment of these exams prior to registering for exam.**

GRADING TERMS

1. A weekly schedule is passed out on Monday. All required work will be listed. This is what is due in your packet the following Monday when you come in.
2. If you are absent on Monday, it is your responsibility to obtain the schedule from your “buddy.”
3. Your “buddy” will be assigned the first day of class.
4. If you are absent during the week or if we have snow days, you are still required to have all work completed the next day school is resumed.
5. If you are absent on Monday, all work must be turned in the day that you return.
6. Students will be given a large envelope to keep their assignments in. Envelopes will be turned in on Monday morning or it will be considered late and deducted one letter grade. No packets will be accepted late unless prior arrangements have been made with the instructor.
7. Each assignment is worth an assigned amount of points. If ANY part of the assignment is missing, you will receive a zero for that particular assignment. So if there are 10 items due in your packet, each is worth 10 points. Your packet will always be worth 100 points.
8. Packet tests:
 - The instructor will randomly choose one assignment from the packet to be graded each week as a 100 point test grade.
 - The packet test is worth 100 points.
9. If a student misses an exam or procedure he/she may make up the exam on the condition that he/she:
 - Has notified the instructor prior to the exam.
 - Has permission from the instructor to make up the exam.
 - Has reasonable excuse for being absent on the day that the exam was given.
 - Exams not made up will be graded as a “0”
 - I will not remind you that you have missed a test, it is your responsibility.
 - Exams must be made up the day you return to class.
 - All procedures will be made up as mutually arranged by the student and the instructor.
10. ALL PROCEDURES have to be completed before you can go on to externship in the 4th term. This is mandatory and there are no exceptions.
 - If you fail your procedure testing on the first attempt you will have two more opportunities to pass the procedure. Your first grade will be the one that goes into the grade book.
 - If after three attempts you still do not pass your skill then we will meet to discuss our options.

11. Attendance Procedure for Medical Assisting SY 2014/15

1. Sign in sheet is placed near instructor desk.
2. Entering students must sign their name and time they arrived into classroom.
3. At 9:00, instructor draws marker line below last student name.
4. Tardy students continue to sign in using accurate times. Inaccurate recording times will be addressed with the instructor and professionalism points.
5. Students leaving early must record the time they left. If they fail to sign out or use an incorrect time, their attendance will reflect a 2-hour absence.
6. When students approach the instructor to notify him/her that they will be absent, the students can sign the log-in book for the dates they will be absent. They should sign in the last row and add a brief note.
7. Instructors and students may write in the notes section regarding attendance.
8. Instructors will use the sign-in sheet for electronic attendance.
9. Sign-in sheets are submitted to Teresa Arnold at the end of every grading period. The sheets are then filed and can be reviewed as needed by instructors.

MID-TERM EVALUATIONS

Medical Assisting students are evaluated during the first three terms at mid-term conferences held with the instructor. At this time the instructor will discuss student's current grades, attendance, and concerns that the instructor may have. The Instructor will also meet with individual students on an as needed basis during the program.

Medical Assisting SY 2014/15 Electronic Attendance

Student attendance and grades will be entered into Easy Grade Pro software. The table below lists the codes to be used when entering attendance data electronically. These codes will also be reflected on student grade reports.

Term	Enter Code	Definition	Value	Notes
Notified Absence	AN	Student has called office or handed in a note to report absence	6.50	
Unnotified Absence (No call no show)	AU	Student did not notify school or instructor of absence.	6.50	Three (3) consecutive unnotified absences is considered a voluntary withdrawal from the program.
Suspension	AS	Student is suspended from class due to nonpayment of fees or other.	6.50	Office will notify instructor of suspension as well as clearance for student to return to class.
Withdrawn	W	First day after student's last attended class.	0.00	Instructors should immediately notify office of any student who has or is planning to withdraw.
Emergency Leave	EL	Leave that is pre-approved by the Director for emergency situations (i.e. medical, family, funeral). EL does not count towards absences but will affect end-of-year awards.	0.00	Only one (1) emergency leave is granted per student. This leave typically covers emergencies that last longer than 3 days. Documentation may need to be provided. This leave does not cover vacations.
Court Appearance or Military Leave	CM	Leave request that is submitted to the Director prior to absence. CM does not count towards absences but will affect end-of-year awards.	0.00	Military papers or Court documents are required.
School Closed	SC	Calamity day, school is closed due to weather, instructor absence, other	0.00	Calamity days will be added to the end of the program calendar
Make-up Day	MK	Alternate class day/time	0.00	
ARRIVAL TIMES				
Tardy	T	Student arrives between 9:00 – 9:15	0.25	Loss of ¼ hour
1 Hour	T1	Student arrives between 9:15 – 10:00	1.00	Loss of one (1) hour
2.5 Hours	T2	Student arrives between 10:00 – 12:00	2.50	Loss of two and ½ (2.5) hours
4 Hours	D4	Student arrives after 12:00	4.00	Loss of four (4) hours
DEPARTURES				
6 Hours	D6	Student leaves between 9:00 – 10:00	6.00	Loss of six (6) hours
5.5 Hours	D5	Student leaves between 10:00 – 12:00	5.50	Loss of 5 ½ hours
4 Hours	D4	Student leaves between 12:00 – 1:00	4.00	Loss of four (4) hours
3 Hours	D3	Student leaves between 1:00 - 2:00	3.00	Loss of three (3) hours
2 Hours	D2	Student leaves between 2:00-4:00	2.00	Loss of two (2) hours

12. MA Code of Conduct & Professionalism Grade

Professionalism is a very important part of your role in the health care field. Students must follow the standards and policies set forth in the Medical Assisting Program Guide and Student Handbook. Students will be given a professionalism grade based on the code of conduct below.

1. Follow all safety rules and regulations in classroom/lab.
2. Comply with dress code specifications.
3. Demonstrate tolerance and respect for others through tone of voice, attitude and behavior.
4. Participate in discussions, lab and instructor-directed learning.
5. Be prepared for class/lab – books, stethoscopes, procedure sheets, lab coats, etc., Tardy to class, lab, or returning from breaks.
6. Speak in a professional manner with no profanity or crude/offensive language.
7. Texting and cell phone usage takes place outside of instructional time.
8. Food and drink are allowed in the commons area, not in the classroom.
9. Web browsing, socializing, gossiping, or sharing of personal information not related to Medical Assisting is prohibited during instructional time.
10. Previous Class Absence NOT Reported.
 - Every day you are eligible to earn 10 professionalism points.
 - One (1) point will be taken away for each infraction or event of misconduct. Students choosing misconduct will receive notification of their infraction and loss of points at the end of the class period.
 - There will be NO verbal warnings as students receive these instructions on day one of class.
 - For reference, the following scale demonstrates the professionalism points associated with letter grades.
 - 10 points O
 - 8-9 points S
 - 7 or below U
 - Students earning a “U” at the end of a grading term will meet with the supervisor or Director. The student may be placed on disciplinary probation for a time determined by the instructor and Adult Director.
 - Please see the Student Handbook for a list of more serious offenses and consequences.
13. There will be opportunities to earn extra credit during the program. It may be in the form of a quiz, case study, hand-out, report, etc. The extra credit points will be determined by the instructor according to the project involved.

Classroom & Lab Policies

As future members of the healthcare community you will be expected to present yourself in a professional manner during work and while attending any work-related functions. This refers not only to your attire and grooming but your demeanor and conduct as well. Your professional presentation will serve you well and help to further your career in the healthcare industry. Prospective employers look for employees who exhibit knowledge in their chosen field; are respectful of others, demonstrating fairness and equality in personal business dealings; maintain personal integrity; are reliable; and display a professional demeanor.

With this in mind, the following classroom rules have been established and are effective immediately.

All students are expected to adhere to the Code of Conduct outlined in the Student Handbook. Any infractions of the Code will result in disciplinary action as outlined in the Handbook.

Students may be randomly drug screened during the course of this program. A positive result can be grounds for immediate dismissal. In the medical field it is common practice that employers drug screen prior to employment and randomly during employment.

Students removed from the Medical Assisting Program may receive a certificate of hours completed. If you are delinquent in your payments to the school you will not receive a certificate until all restitution is paid in full.

REMEMBER: THIS IS AN ADULT EDUCATION PROGRAM.

- Treat your classmates, instructors, other school personnel, other students, and guest speakers with respect.
- Disputes or issues with other classmates should be handled in an adult and professional manner between the individuals involved. If the situation cannot be resolved then you should see instructor for advice. Matters of legal concern will be referred to the Adult Education Director and the Police Liaison.
- If you are not willing to make a formal statement regarding an issue that you are having, then DO NOT complain about it to other classmates or staff.
- Be punctual. Being late disrupts the entire class.
- If you are late and the door is closed you will have to wait until break time to enter or until instructor opens the door. DO NOT knock on the door to enter.
- Recognize others' rights to learn and do not interrupt another.
- Demonstrate a professional demeanor at all times.
- Participate in class/lab activities when appropriate.
- Treat others as you would like to be treated.
- The only stupid question is one that is not asked.
- If you don't understand something, please ask for help.
- Be responsible for yourself and your actions.
- Everyone is entitled to their own opinion this does not mean that you have the right to express it, unless you are asked to do so.
- Treat your lab with respect.
- Carry out your lab duties as assigned. This will help make your lab experiences much more enjoyable.
- Utilize your lab time. You have more than enough time to practice your skills. Standing around and talking is not appropriate utilization of your time.

- Computers are to be used for class work **ONLY**. They are not to be used to surf the web, listen to music, or check personal emails. If you are caught using the internet for personal use you will be disciplined.
- Total honesty is expected at all times. Cheating **WILL NOT** be tolerated. It is of the utmost importance for you to do your own work. You will have a number of opportunities to work as pairs, groups, etc... There is much value in group projects and sharing information when it is appropriate. (Just remember you cannot rely on anyone else to take your certifying exam for you) If you are caught cheating your test will be taken and you will receive zero credit. With the possibility of being removed from the program if deemed necessary.
- **There will be zero tolerance of harassment.** Any form of harassment noted or reported in this class will result in disciplinary action. Further infractions will result in disciplinary action as outlined in the Student Handbook, which may include suspension or expulsion from the program, if warranted.
- Independent study time is to be used for study, doing homework, doing computer assignments, and other class-related activities, not for gossiping or socializing. If you feel that there is not enough work to keep you busy I will be more than happy to give you extra assignments if necessary.
- Those individuals violating any of the classroom rules/policies may be subject to disciplinary action as deemed appropriate by the Instructor, Health Coordinator and or Adult Education Director.

Medical Assisting

DRESS CODE

Students are expected to be in full compliance with the dress code in lab, theory, and throughout the day at the Career Center.

Frequently business and industry professionals visit the Career Center and the Medical Assisting Program. Students need to project a professional image in **ALL** areas of the building. No sweatshirts are to be worn over your scrub top. You are provided with a lab coat.

You will not have to be in full uniform until the second term. You will be expected to follow the student handbook for the dress code policy until you are required to be in full uniform.

UNIFORMS

You will receive four uniform tops, four bottoms and one lab coat.

Uniforms shall be freshly laundered & pressed. Uniform pants shall not be rolled nor pegged, must be hemmed if necessary. Knee-highs, stockings, nylons or socks shall be worn & they are to be white or neutral in color. Undergarments are to be flesh or white color & only brief style underwear shall be worn.

School photo ID badges and name badges must be worn at all time while at school and on externship.

You are responsible for purchasing your own shoes.

Uniform shoes shall be freshly polished & free from scuffs, white tennis shoes are acceptable. Shoelaces (if applicable) shall be white, clean, and unfrayed. If additional shoes or uniforms are desired during the program, please seek the Instructor's advice.

FINGERNAILS

Fingernails must be well manicured and reasonably short and shall be kept free of dirt & debris. Nail polish shall not be worn, neither colored nor clear. Absolutely no artificial nails! This presents an infection control hazard and safety hazard for "patients". The student will not be allowed to participate in lab.

PERFUME/COLOGNE/LOTIONS

No scented lotions, perfumes or colognes are to be applied during class, lab or off site clinical. Staff, other students, or patients may have allergic responses and respiratory insufficiency can be an issue.

HAIR

Hair shall be clean & modestly styled. Hair shall not touch collars when hanging free. Bangs are not subject to this rule. Hair needs to be pulled back off the face when in the lab and on externship. Hair colors shall be kept in the natural colors of brown, black, auburn, blonde, etc...

Remember, you are becoming health professionals and high standards in the area of personal hygiene are expected to be maintained. Also, you need to dress and act accordingly.

SAFETY

Please understand that safety is a very important factor in the lab. Therefore, a student may not be allowed to participate in lab for that day if the dress code is violated. Subsequently, no professional points will be awarded and lab time cannot be made up. Safety precautions shall be practiced. Utilize goggles, gloves & protective gowns during all labs session dealing with blood/body fluids, & chemical.

EMERGENCY SAFETY EVACUATION PLAN

Please refer to the Fire/Tornado Emergency Evacuation Plan posted above the door in the classroom and lab.

FOOD/GUM/CANDY

Due to OSHA regulations, **food and drink are prohibited** in the Lab. School policy is that no food or drinks (including gum & candy) are permitted on the 2nd floor, except water which must be in a closed container. You will be given adequate break times so that you can get a snack, if you need it. Throat lozenges are permitted in the classroom only. If the use of a cough drop is desired or necessary during LAB, you will need to leave the lab. **The lab is a biosafety level 1 lab.**

LANGUAGE

Appropriate language shall be used at all times. Profanity is prohibited and unprofessional.

JEWELRY

You will need to wear a watch with a second hand. Only a wedding band or engagement ring is allowed. Only 1 pair of earrings allowed during class. Limit of 2 (two) pair when on field trips when uniforms are not worn. Earrings cannot be hoops or dangling. Body rings, including tongue, eyebrow, and facial piercings are prohibited in class, lab, externship, & on field trips.

TATTOOS

Shall be kept covered when in uniform, whether in class, lab, or on externship sites, & while on field trips.

CELL PHONES

Cell phones are disruptive to the educational process. If you bring your phone to class, it must be turned off, **NOT** on vibrate. You can check messages on your breaks or lunch **ONLY** and you must go outside to use your phone. Urgent calls to you from the outside are to be routed through the Adult Ed. Office **ONLY**. The secretaries know where to reach you here. If you are caught using your phone (this includes texting) inside the building for any reason, your phone **WILL BE** confiscated and you will be able to pick it up in the Adult Ed. Office after class is over.

Medical Assisting Course Schedule

Medical Terminology & Anatomy and Physiology

Text: *The Language of Medicine*, Tenth Edition, Author: Davi-Ellen Chabner, Publisher: Saunders, 2014

Course Description:

This is a comprehensive course that combines medical terminology with anatomy and physiology in one text. Course material is covered over **three terms** for a **combined total of 162 clock hours**. Obstetrics, special senses, child health, mental health, gerontology, oncology, pharmacology, and radiology/diagnostic imaging will also be covered.

Medical Terminology: Material covered will include the basic structure of medical words, word building, definitions, and applications of medical terminology. The content of the medical terminology portion will help the student to learn and apply word building rules to be able to combine word parts (prefixes, suffixes, combining forms) to form medical terms. By the end of this course the student will be able to correctly identify, define and form medical terms.

Anatomy & Physiology: The student will be able to identify body planes, body regions, body cavities, directional planes and body quadrants as they apply to the field of medicine. The student will learn about muscles and joints and the various body systems (i.e. integumentary, skeletal, nervous, blood and lymph, cardiovascular, respiratory, digestive, endocrine, urinary, and reproductive). By the end of this course, the student will have a better understanding of anatomy & physiology, common pathology/diseases of the various body systems, and the types of diagnostic/treatment modalities used in the medical field.

The instructor will cover Terminology/Anatomy & Physiology every Monday & Wednesday from 9am-12pm during terms I, II, and III. Students will be tested on Monday from the previous week assignment. If there is no school on Monday tests will be moved to Wednesday. See the following course schedule for chapter & test schedule for the 2014-2015 school year.

**Medina County Career Center
 Medical Assisting
 Terminology/Anatomy & Physiology
 The Language of Medicine
 M & W 9:00AM-12:00PM
 Terms I, II, III**

(Test on Monday over prior week's Chapter)

Date	Week	Chapter	Chapter Content
8/18 & 08/20	1	Chapter 1	Basic Word Structure
8/25-8/27	2	Chapter 1	Basic Word Structure
9/3/14	3	Chapter 1	Basic Word Structure
9/08/14	4	Chapter 1 Test	
9/08 & 9/10	4	Chapter 2	Terms Pertaining to the Body as a Whole
9/15 & 9/17	5	Chapter 2	Terms Pertaining to the Body as a Whole
9/22/13	6	Chapter 2 Test	
9/22 & 9/24	6	Chapter 3	Suffixes
09/29 & 10/01	7	Chapter 3	Suffixes
10/06/14	8	Chapter 3 Test	
10/06 & 10/08	8	Chapter 4	Prefixes
10/13 & 10/15	9	Chapter 4	Prefixes
10/20/14	10	Chapter 4 Test	
10/20 & 10/22	10	Chapter 19	Cancer Medicine (Oncology)
10/27/14	11	Chapter 19 Test	
10/27 & 10/29	11	Chapter 5	Digestive System
11/03/14	12	Chapter 5 Test	
11/03 & 11/05	12	Chapter 6	Additional Suffixes and Digestive System Terminology
11/10/14	13	Chapter 6 Test	
11/10 & 11/12	13	Chapter 17	Sense Organs: The Eye and the Ear
11/17/14	14	Chapter 17 Test	
11/17 & 11/29	14	Chapter 15	Musculoskeletal System
11/24/14	15	Chapter 15 Test	
11/24	15	Chapter 16	Skin

Medina County Career Center
Medical Assisting
Terminology/Anatomy & Physiology
The Language of Medicine
M & W 9:00AM-12:00PM
Terms I, II, III

(Test on Monday over prior week's Chapter)

Date	Week	Chapter	Chapter Content
12/01/14	16	Chapter 16 Test	
12/01 & 12/03	16	Chapter 20	Radiology & Nuclear Medicine
12/08/14	17	Chapter 20 Test	
12/08 & 12/10	17	Chapter 11	Cardiovascular System
12/15/14	18	Chapter 11 Test	
12/15 & 12/17	18	Chapter 10	Nervous System
1/05/15	19	Chapter 10 Test	
1/05 & 1/07	19	Chapter 21	Pharmacology
1/12 & 1/14	20	Chapter 21	Pharmacology
1/21/15	21	Chapter 21 Test	
1/21/15	21	Chapter 8	Female Reproductive System
1/26/15	22	Chapter 8 Test	
1/26 & 1/28	22	Chapter 18	Endocrine System
2/02 & 2/04	23	Chapter 18	Endocrine System
2/09/14	24	Chapter 18 Test	
2/09 & 2/11	24	Chapter 22	Psychiatry
2/18/15	25	Chapter 22 Test	
2/18/15	25	Chapter 9	Male Reproductive System
2/23/15	26	Chapter 9 Test	
2/23 & 2/25	26	Chapter 7	Urinary System
3/2/15	27	Chapter Test 7	
3/02 & 3/04	27	Chapter 12	Respiratory System
3/09/15	28	Chapter 12 Test	
3/09 & 3/11	28	Chapter 13	Blood System
3/16/15	29	Chapter 13 Test	
3/16 & 3/18	29	Chapter 14	Lymphatic & Immune Systems
3/23/15	30	Chapter 14 Test	

Medical Office Administration

Text: *Kinn's The Medical Assistant, An Applied Approach to Learning*, Twelfth Edition.

Authors: Alexandra P. Young and Deborah B. Proctor, Publisher: Saunders, 2014

Course Description:

This is a comprehensive text that covers both the administrative and clinical aspects of the course. Medical assisting administrative course work is covered during **term one** for a **total of 140 clock hours**.

The administrative part of this course will explore the career of the medical assistant, beginning with the examination of the medical assistant as a profession and the healthcare industry and continuing on to the daily responsibilities of a medical assistant. This course is designed to prepare the student for an entry-level position as a medical assistant. Subject matter covered includes, but is not limited to, basic medical assisting clerical functions, fundamental writing skills, bookkeeping principles, insurance procedures and diagnostic coding, operational functions and use of electronic technology.

The course is designed to meet entry-level medical assistant administrative competencies as developed by the American Association of Medical Assistants. Administrative competencies are evaluated and graded by utilizing a competency skills checklist. Medical Office Administration is covered Monday-Thursday 12:30pm-4:00pm in Term I. The instructor will lecture on assigned administrative chapters every Monday. Homework for the chapters being covered will be assigned on Monday and will be due in the homework packet on the following Monday. There will be a test every Thursday over the covered chapters assigned on Monday. See the following course schedule for assignment and test dates.

Medina County Career Center
Medical Assisting
Administration
M-TH 12:30PM-4:00PM
Term I

(Test every Thursday over weekly Chapters/Competencies)

Date	Week	Chapter	Chapter Content
8/18-8/21	1	Chapter 10	Scheduling Appointments
8/21/14	1	Chapter 10 Test	
8/25-8/28	2	Chapter 11	Patient Reception & Processing
	2	Chapter 12	Office Environment & Daily Operations
8/28/14	2	Chapter 11 & 12 Test	
9/2-9/4	3	Chapter 13	Written Communications & Mail Processing
9/04/14	3	Chapter 13 Test	
9/08-9/11	4	Chapter 18	Basics of Diagnostic Coding
	4	Supplemental Ch.	ICD-10 Diagnostic Coding
9/11/14	4	Chapter 18	
9/15-9/18	5	Chapter 19	Basics of Procedural Coding
9/18/14	5	Chapter 19 Test	
9/22-09/25	6	Chapter 20	Basics of Health Insurance
	6	Chapter 21	The Health Insurance Claim Form
09/25/14	6	Chapter 20 & 21 Test	
09/29- 10/02	7	Chapter 22	Professional Fees, Billing, & Collecting
10/2/14	7	Chapter 22 Test	
10/06- 10/09	8	Chapter 23	Banking Services & Procedures
	8	Chapter 24	Financial & Practice Management
10/09/14	8	Chapter 23 & 24 Test	
10/13- 10/16	9	Chapter 25	Medical Practice Management & Human Resources
	9	Chapter 26	Medical Practice Marketing & Customer Service
10/16/14	9	Chapter 25 & 26 Test	

SimChart for the Medical Front Office, 1st Edition, By Elsevier, 2014

Course Description

Designed specifically as an electronic health record (EHR) learning tool for Medical Assisting students, SimChart for the Medical Office offers realistic, hands-on practice in all the necessary tasks required of a modern medical assistant — from clinical skills to front office (administrative) skills and practice management skills (billing, coding, and insurance). This intuitive, online simulation program features 100 interactive assignments tied to 220 ABHES and CAAHEP competencies to ensure your graduates meet all of the necessary MA accreditation standards.

SimChart for the Medical Office assignments enforce workflows medical assistants will encounter in most medical offices. The general steps required to complete assignment tasks are provided to students. These steps, along with information provided in the Assignment Description or simulation, provide students with the information necessary to successfully complete assignments. The amount of information provided within the simulation is determined by the purpose of the assignment. Assignments are separated into front office, clinical care, and coding & billing. The instructor will assign specific assignments as they correspond to the content that the students will be covering. All assignments are internet based. Students will access the Evolve website at <http://evolve.elsevier.com> . After completing each assignment students are required to take a quiz before assignment will be finished.

Student's internship duties for this simulation course will include a variety of medical office tasks. Students will be able to access all assignments for the term and may work ahead if they choose. All assignments must be completed, printed and turned in to the instructor each week. Specific medical office assignments are listed each week and should be completed in a timely manner. See the following course schedule for assignments.

Medina County Career Center
Medical Assisting
SimChart for the Medical Office
M-TH 12:00PM-4:00PM
Term I

Date	Week	Case Study	Case Study Content
8/18-8/21	1	Prepare Scheduling Matrix, Schedule appointment for Talibah Nassar & Celia Tapia, Schedule appointment & prepare new patient forms for Al Neviaser	Prepare Scheduling Matrix according to established guidelines. Search for a patient record and schedule an appointment. Search for a patient record, prepare patient paperwork, access patient forms, and schedule appointment
8/25-8/28	2	Complete New Patient Registration for Malcom Little, Complete Office Inventory Form	Search for a patient record. Register a patient. Maintain an inventory supply list.
9/02-9/04	3	Document Phone Encounter and Prepare Medication Refill for Casey Hernandez, Prepare appointment reminder letter for Amma Patel	Search for a patient record. Document a phone encounter. Prepare a prescription refill. Create an appointment reminder letter, compose professional communication, and search for a patient record.
9/08-9/11	4	Prepare Medical Records Release Form for Daniel Miller, Complete New Patient Registration and Schedule Appointment for Lisa Rae	Search for a patient record, register a patient, update patient information using the correct form, access forms, and schedule an appointment.
9/15-9/18	5	Complete Medical Records Release Form & Post Payment to Ledger for Carl Bowden, Post Payment to Ledger for Ella Rainwater	Complete a medical records release form, search for a patient record, update a patient ledger, and post an insurance adjustment to a patient ledger.
9/22-09/25	6	Prepare Referral Form for Ella Rainwater, Post Insurance Payment and Adjustment to Ledger for Walter Biller, Prepare prior authorization Request form for Mora Siever	Access patient forms, complete a referral form, search for a patient record, post an insurance adjustment to a ledger.

Medina County Career Center
Medical Assisting
SimChart for the Medical Office
M-TH 12:00PM-4:00PM
Term I

Date	Week	Case Study	Case Study Content
09/29-10/2	7	Post Payment to Ledger for Casey Hernandez, Complete Superbill and Update Ledger for Diego Lupez, Complete Superbill, Update Ledger, Create Deposit Slip and Prepare Patient Statement for Norma Washington	Recognize communication barriers, Identify and discuss developmental stages of life, Perform billing procedures, Apply third party guidelines, Utilize computerized office billing systems, Post adjustments, Differentiate between accounts payable and accounts receivable, Perform collection procedures, Process refunds, Prepare and reconcile a bank statement and deposit record, Differentiate between accounts payable and accounts receivable, Post non-sufficient fund (NSF) checks, Discuss precautions for accepting checks, Describe the impact of both the Fair Debt Collection Act and the Federal Truth in Lending Act of 1968 as they apply to collections, Use internet to access information related to the medical office.
10/06-10/9	8	Update Ledger and Prepare Patient Statement for Charles Johnson, Complete Superbill, Post Charges to Ledger, and Update Day Sheet for Robert Caudill	Discuss types of adjustments that may be made to a patients account, Utilize computerized office billing systems, Demonstrate sensitivity and professionalism in handling accounts receivable activities with clients, Process a credit balance, Differentiate between accounts payable and accounts receivable, Discuss procedures for collecting outstanding accounts, Perform collection procedures.
10/13-10/16	9		Finish assignments

Communications/Law & Ethics

Text: *Kinn's The Medical Assistant, An Applied Approach to Learning*, Twelfth Edition.

Authors: Alexandra P. Young and Deborah B. Proctor, Publisher: Saunders, 2014

Course Description

This is a comprehensive text that covers the communications, psychology, law & ethics aspects of the medical assisting program. Course material is covered during **term one** for a **combined total of 54 clock hours**.

Self-awareness is an important component of communication skills and is the first topic to be covered. Basic communication skills include being able to recognize and respond to verbal and nonverbal communication. The student will learn how to adapt their communication skills to meet the individualized needs of others. Other topics covered include recognizing defense mechanisms, the diverse community of patients, developmental learning theories across the life span, hereditary, cultural and environmental influences on behavior, and appropriate therapeutic responses to client needs.

The law & ethics portion of the course will provide the student with a basic understanding of legal guidelines and requirements for healthcare. Areas to be covered include statutory law, common law, administrative law, civil law, and criminal law. Standards of care, medical malpractice, negligence, contracts, litigation, statute of limitations, consent/informed consent, licensure, certification and registration are also covered. The importance of confidentiality as required by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) is an important component of the course. The importance of medical ethics and related issues will also be explored.

The instructor will cover Communications/Psychology/Law & Ethics Tuesdays & Thursdays 9am-12pm during Term I. Lecture will be covered on Tuesdays and there will be a test the following Tuesday for material covered during the previous week. Homework will be assigned in weekly homework packet that will be due every Monday. See the following schedule for assignments and test dates.

Medina County Career Center
Medical Assisting
Communications/Psychology/Law & Ethics
The Medical Assistant
T & TH 9:00AM-12:00PM
Term I

(Test every Tuesday over prior week's Chapters/Procedures)

Date	Week	Chapter	Chapter Content
8/19 & 8/21	1	Chapter 1	Becoming A Successful Student
	1	Chapter 2	The Health Care Industry
8/26/14	2	Chapter 1 & 2 Test	
8/26 & 8/22	2	Chapter 3	The Medical Assisting Profession
	2	Chapter 4	Professional Behavior in the Workplace
9/03/14	3	Chapter 3 & 4 Test	
9/02 & 9/04	3	Chapter 5	Interpersonal Skills & Human Behavior
	3	Chapter 9	Telephone Techniques
9/09/14	4	Chapter 5 & 9 Test	
9/09 & 9/11	4	Chapter 6	Medicine & Ethics
	4	Chapter 7	Medicine & Law
9/16/14	5	Chapter 6 & 7 Test	
9/16 & 9/18	5	Chapter 8	Computer Concepts
9/23/14	6	Chapter 8 Test	
9/23 & 9/25	6	Chapter 14	The Paper Medical Record
	6	Chapter 15	The Electronic Medical Record
09/30/14	7	Chapter 14 & 15 Test	
09/30 & 10/02	7	Chapter 16	Health Information Management
	7	Chapter 17	Privacy in the Physician's Office
10/07/14	8	Chapter 16 & 17 Test	

Medina County Career Center
Medical Assisting
Communications/Psychology/Law & Ethics
The Medical Assistant
T & TH 9:00AM-12:00PM
Term I

(Test every Tuesday over prior week's Chapters/Procedures)

Date	Week	Chapter	Chapter Content
10/07 & 10/09	8	Chapter 28	Patient Assessment
	8	Chapter 29	Patient Education
10/14/14	9	Chapter 28 & 29 Test	

Medical Math

Text: *Calculation of Drug Dosages*, 9th Edition, By Sheila J. Ogden, RN, MSN and Linda Fluharty, RN, MSN

This text provides students with an extensive review of essential math concepts before introducing and clearly explaining the ratio and proportion, formula, and dimensional analysis methods of drug calculation. The book's popular "worktext" format builds on concepts as they go and reinforces what they learn through more than 1,800 practice problems.

Course Description

Medical math is covered during term two for a **total of 51 clock hours**.

The medical assistant is expected to be able to dispense certain medications as ordered by the physician. This text provides students with an extensive review of essential math concepts before introducing and clearly explaining the ratio and proportion, formula, and dimensional analysis methods of drug calculations. This book's "worktext" format builds on concepts as they go and reinforces what they learn through more than 1,800 practice problems. It offers students the best way to competently and confidently calculate drug dosages. It also, provides all necessary material in a simple-to-complex sequence with brief rules, succinct examples, and logical steps to understanding and mastery of the underlying concepts. Each chapter begins with a pre-test to test their knowledge of materials that will be covered in that chapter. Each chapter also provides Work Sheets to practice problems and Post-Tests for a review of the chapter. The text presents pharmacology principles and selected illustrations to enhance learning relevant to specific calculation areas. Answers are completely worked out in the back of the book for all pre-tests, worksheets, and post-tests so that the learner can pinpoint areas of need. Concepts of the nursing process, logical thinking, and critical thinking are employed throughout the text, with highlighted clinical alerts to call the reader's attention to dose-related safety situations in actual practice that have resulted in medication errors. Priorities are placed upon patient safety, and proofs and labels are requested for answers to all the basic problems to avoid errors.

Medical Math will be covered in Term II on Tuesdays & Thursdays from 9:00am-12:00pm. The instructor will lecture every Tuesday. There will be a test every Tuesday covering the previous week assignments. Homework will be assigned in the homework packet that will be due every Monday. See the following schedule for assignment and test dates.

Medina County Career Center
Medical Assisting
Calculations of Drug Dosages
T & TH 9:00AM-12:00PM
Term II

(Test every Tuesday over prior week's Chapters/Procedures)

Date	Week	Chapter	Chapter Content
10/21 & 10/23	10	Chapter 1	Fractions
	10	Chapter 2	Decimals
	10	Chapter 3	Percent
10/28/14	11	Chapter 1, 2, 3 Test	
10/28 & 10/30	11	Chapter 4	Ratios
	11	Chapter 5	Proportions
11/04/14	12	Chapter 4 & 5 Test	
11/04 & 11/06	12	Chapter 6	Metric & Household Measurements
	12	Chapter 7	Apothecary & Household Measurement
	12	Chapter 8	Equivalents between Apothecary & Metric Measurements
11/11/14	13	Chapter 6, 7, 8 Test	
11/11 & 11/13	13	Chapter 9	Safety in Medication Administration
	13	Chapter 10	Interpretation of the Physicians Order
	13	Chapter 11	How to Read Drug Labels
	13	Chapter 12	Dimensional Analysis and the Calculation of Drug Dosages
11/18/14	14	Chapter 9, 10, 11, 12 Test	
11/18 & 11/20	14	Chapter 13	Oral Dosages
11/25/14	15	Chapter 13 Test	
11/25	15	Chapter 14	Parenteral Dosages
	15	Chapter 15	Reconstitution and Dosages Measured in Units

Medina County Career Center
Medical Assisting
Calculations of Drug Dosages
T & TH 9:00AM-12:00PM
Term II

(Test every Tuesday over prior week's Chapters/Procedures)

Date	Week	Chapter	Chapter Content
12/02/14	16	Chapter 14 & 15 Test	
12/02 & 12/04	16	Chapter 18	Pediatric Dosages
12/09/14	17	Chapter 18 Test	
12/09 & 12/11	17	Chapter 20	Automated Medication Dispensing Systems
	17	Chapter 21	Special Considerations for the Administration of Medications to the Elderly
	17	Chapter 22	Home Care Considerations in the Administration of Medications
12/16/14	18	Chapter 20, 21, 22 Test	
12/16 & 12/18	18	Chapter 33	Principles of Pharmacology
	18	Chapter 34	Pharmacology Math
1/06/15	19	Chapter 33 & 34 Test	

Medical Assisting Clinical

Text: *Kinn's The Medical Assistant, An Applied Approach to Learning*, Twelfth Edition.
Authors: Alexandra P. Young and Deborah B. Proctor, Publisher: Saunders, 2014

The clinical portion of the course will give the student the necessary skills to be able to secure employment as an entry-level medical assistant. Classroom topics include, but are not limited to: asepsis, infection control, specimen collection/processing, diagnostic testing, patient care/instruction, pharmacology, and medical emergencies.

This course is designed to meet entry-level medical assistant clinical competencies as developed by the American Association of Medical Assistants. Clinical competencies are evaluated and graded by utilizing a competency skills checklist. Medical Assisting clinical course work is covered Monday-Thursday from 12:30pm-4:00pm during **terms two and three** for a **total of 321 clock hours**.

The instructor will lecture every Monday and there will be a test over the materials covered every Thursday. Homework assignments will be given every Monday and will be due in homework packet the following Monday.

*The clinical experience is non-paid. There will be no remuneration for student participation in the clinical experience.

Also included in the Medical Assisting Clinical course work is:

CPR & First Aid

Barb Natterer RN - Instructor

Text: *American Heart Association CPR and First AID*

Course Description

Students are required to learn CPR and First Aid prior to starting externship rotation. The course is taught by a Certified Instructor and will provide the student with the knowledge needed to give either basic first aid or CPR in an emergency situation.

Safety and Emergency Practices

No text required

Jessica Miles-Medina County Health Department, Resource contact
Jacqui Russell- EMT Instructor/Emergency Preparedness and Assisting with Medical Emergencies

Course Description

Students will learn requirements for responding to hazardous material disposal, critical elements of an emergency plan for response to a natural disaster or other emergency, emergency preparedness plans for Medina County, and discuss potential roles of the medical assistant in emergency preparedness. Case Scenarios are used to enable students to use critical thinking in an emergency situation. Students will participate in Mock Emergency Disaster Simulation activities. See the following schedule for assignments and dates.

Medina County Career Center
Medical Assisting
The Medical Assistant
An Applied Learning Approach
M – TH 12:30PM-4:00PM
Terms II & III

(Tests every Thursday over weekly Chapters/Procedures)

Date	Week	Chapter	Chapter Content
10/2-10/23	10	Chapter 27	Infection Control
10/23/14	10	Chapter 27 Test	
10/27-10/30	11	Chapter 30	Nutrition & Health Promotion
	11	Chapter 39	Assisting in Gastroenterology
10/30/14	11	Chapter 30 & 39 Test	
11/03-11/06	12	Chapter 31	Vital Signs
11/06/14	12	Chapter 31 Test	
11/10-11/13	13	Chapter 32	Assisting with the Primary Physical Examination
	13	Chapter 37	Assisting in Ophthalmology & Otolaryngology
11/13/14	13	Chapter 32 & 37 Test	
11/17-11/20	14	Chapter 43	Assisting in Orthopedic Medicine
11/20/14	14	Chapter 43 Test	
11/24-11/25	15	Chapter 38	Assisting in Dermatology
11/25/14	15	Chapter 38 Test	
12/01-12/04	16	Chapter 50	Assisting with Diagnostic Imaging
12/04/14	16	Chapter 50 Test	
12/08-12/11	17	Chapter 47	Assisting in Cardiology
	17	Chapter 49	Principles of Electrocardiography
	17		
12/11/14	17	Chapter 47 & 49 Test	

Medina County Career Center
Medical Assisting
The Medical Assistant
An Applied Learning Approach
M – TH 12:30PM-4:00PM
Terms II & III

(Tests every Thursday over weekly Chapters/Procedures)

Date	Week	Chapter	Chapter Content
12/15-12/18	18	Chapter 36	Emergency Preparedness and Assisting with Medical Emergencies
12/15-12/18	18	Chapter 44	Assisting in Neurology & Mental Health
12/15-12/18	18		MCHD Safety & Emergency Practices/Medina Life Support-Emergency Preparedness
12/18/14	18	Chapter 36 Test	
1/05/15	19	Chapter 44 Test	
1/05-1/08	19		CPR/FIRST AIDE/Barb Natterer
1/05-1/08	19	Chapter 35	Administering Medications
1/12 - 1/15	20	Chapter 35	Administering Medications
1/15/15	20	Chapter 35 Test	
1/20 -1/22	21	Chapter 41	Assisting In Obstetrics & Gynecology
1/22/15	21	Chapter 41 Test	
1/26 -1/29	22	Chapter 42	Pediatrics
1/29/15	22	Chapter 42 Test	
2/02-2/05	23	Chapter 45	Assisting in Endocrinology
2/05/15	23	Chapter 45 Test	
2/09-2/12	24	Chapter 56	Surgical Supplies & Instruments
	24	Chapter 57	Surgical Asepsis & Assisting with Surgical Procedures
2/12/15	24	Chapter 56 & 57 Test	
2/17-2/19	25	Chapter 40	Assisting in Urology
	25	Chapter 48	Assisting in Geriatrics

Medina County Career Center
Medical Assisting
The Medical Assistant
An Applied Learning Approach
M – TH 12:30PM-4:00PM
Terms II & III

(Tests every Thursday over weekly Chapters/Procedures)

Date	Week	Chapter	Chapter Content
2/19/15	25	Chapter 40 & 48 Test	
2/23-2/26	26	Chapter 51	Assisting in the Clinical Laboratory
	26	Chapter 52	Assisting in the Analysis of Urine
2/26/15	26	Chapter 51 & 52 Test	
3/02-3/05	27	Chapter 46	Assisting in Pulmonary Medicine
3/05/15	27	Chapter #46 Test	
3/09-3/12	28	Chapter 53	Assisting in Phlebotomy
3/12/15	28	Chapter 53 Test	
3/16-3/19	29	Chapter 54	Assisting in the Analysis of Blood
	29	Chapter 55	Assisting in Microbiology & Immunology
3/19/15	29	Chapters 54 & 55 Test	
3/23-3/26	30	Chapter 58	Career Development & Life Skills
	30		Elaine Reichart-Job Readiness Series
3/26/15	30	Chapter 58 Test	
	30	*Externship	Begins/Spring Break
5/14/15		Final Day to turn in Externship Paperwork	(9:00 am deadline)
5/18/15		*Last Day of Class *Final Evaluations	*Certification Exam Dates TBA

Medina County Career Center
Medical Assisting Program

I have read and understand the above policies for the Medical Assisting Program and agree to abide by them. I further understand that the Instructors, Adult Education Director, and Superintendent may amend, change, or institute new policies as deemed necessary.

STUDENT SIGNATURE

DATE