Lassen Community College Course Outline

HO 70 Medical Assisting: Core  4.0 Units

I. Catalog Description
This course is designed to provide entry level skills training required for the profession of medical assisting. The course covers core components required for advancement in both the administration and clinical medical assisting certificate program. This course has been approved for hybrid delivery.

**Recommended Preparation:** Successful completion of ENGL105 or equivalent assessment placement.

Does not transfer to UC/CSU
68 Hours Lecture
Scheduled: Fall/Spring

II. Coding Information

Repeatability: Not Repeatable, Take 1 Time
Grading Option: Graded or Credit/No Credit
Credit Type: Credit - Degree Applicable
TOP Code: 120820

III. Course Objectives

A. **Course Student Learning Outcomes:**
Upon completion of this course, the student will be able to:
1. Demonstrate knowledge about medical assisting and other allied health professions.
2. Demonstrate beginning level medical assisting skills.
3. Demonstrate beginning understanding of basic medical terminology, anatomy and physiology.
4. Access and navigate basic computer systems.

B. **Course Objectives:**
Upon completion of this course, the student will be able to:
1. Develop a broad perspective of the past history and current issues affecting the practice of medicine.
2. Discuss the various occupations in the healthcare field.
3. Understand the role of the medical assistant.
4. Understand the impact of law and ethics on the practice of medical assisting.
5. Identify and develop professional communication and service excellence
6. Recognize and develop cultural competence in the healthcare field.
7. Recognize the basic skills required for the student learner, to include basic math and language skills.
8. Develop effective study skills
9. Utilize critical thinking skills
10. Correctly use the language of medicine.
11. Understand basic human anatomy and physiology as it relates to each body system.
12. Describe the Occupational Safety and Health Administration and its functions.
13. Demonstrate the proper handling and disposal of hazardous and biohazard waste.
14. Utilize proper body mechanics when lifting.
15. Understand the required preparation for fire and disaster preparedness.
16. Demonstrate how to screen patient calls or walk-in patients.
17. Develop knowledge of appointment scheduling.
18. Operate all types of computer hardware and software.
19. Demonstrate the use of word processing and spreadsheet applications.
20. Navigate the Internet.
21. Correctly evaluate cardiac arrest and/or obstructed airway, and safely perform CPR.
23. Develop skills required to obtain and maintain employment.
24. Demonstrate knowledge of performance improvement.
25. Utilize the Electronic Health Record, specifically document the patient encounter to include data requirements for Meaningful Use Stage 1 and 2.

IV. Course Content :
   A. Introduction to Administrative Medical Assistant
      1. History and Trends in Healthcare
      2. Introduction to Allied Healthcare
      3. Role of the Medical Assistant
      4. Law and Ethics for the Medical Assistant
      5. Professional Communication and Service Excellence
      6. Cultural Competency
      7. Study skills and Critical Thinking
      8. Application of Math in Healthcare
   B. Terminology, Anatomy and Physiology
      a. Medical Terminology
      b. Organization of the Body
      c. Integumentary System
      d. Skeletal System
      e. Muscular System
      f. Cardiovascular System
      g. Blood
      h. Lymphatic and Immune Systems
      i. Respiratory System
      j. Nervous System
      k. Urinary System
      l. Reproductive System
      m. Digestive System
      n. Endocrine System
      o. Special Senses
   C. Safety
      a. Occupational Safety and Health Administration (OSHA)
      b. Hazardous and Biohazardous Waste
c. Standard Precautions
d. Body Mechanics
e. Fire, Threat and Disaster Safety

D. Screening and Appointments
   a. Screening
   b. Appointments

E. Computers
   a. Introduction to Computers
   b. Introduction to Word Processing
   c. Introduction to Spread Sheets
   d. Internet Research

F. Medical Office Emergencies and CPR
   a. Cardiopulmonary Resuscitation
   b. Medical Office Emergencies

G. Job Search
   a. Job Preparation and Success Skills

H. Introduction to Medical Insurance
I. Performance Improvement

J. Electronic Health Records
   a. EHR Overview
   b. Documentation
   c. Meaningful Use

V. Assignments
   A. Appropriate readings
      Course textbooks, technical computer manuals and new advances in medical office management through reviewing journals, publications and internet searches.
   B. Writing assignments
      In class and online written assignments, quizzes, and essay questions covering course materials.
   C. Out of class assignments
      Out of class assignments will consist of chapter reading and review, research of relevant topics and/or preparation for classroom presentations (individual or group)
   D. Assignments that demonstrate critical thinking
      The student will utilize critical thinking in:
      1. Researching, developing, and presenting a discussion on a topic related to medical office management, either individually or collaboratively.
      2. Comparing and contrasting medical office management in different clinical settings.

VI. Methods of Evaluation
   Traditional Classroom Instruction
      A. Quizzes and examinations using mixed format
      B. Class presentations (group and individual)
      C. Class Participation
   Hybrid Delivery
A combination of traditional classroom and online evaluations will be used, such as (1) Traditional Classroom: objective examinations and essay examinations, and (2) Online delivery: online quizzes, essay forum postings, and chat rooms.

VII. Methods of Delivery
Check those delivery methods for which this course has been separately approved by the Curriculum/Academic Standards Committee.

- [ ] Traditional Classroom Delivery
- [ ] Correspondence Delivery
- [x] Hybrid Delivery
- [ ] Online Delivery

**Traditional Classroom Instruction**
1. Lecture and computer assisted presentations
2. Computer generated tutorials
3. Discussion and problem solving performed in class
4. Homework and extended projects
5. Collaborative projects

**Hybrid Delivery**
A combination of traditional classroom and online instruction will be utilized. 34 hours of class time will be dedicated to lecture and will be taught face-to-face by the instructor and the other 34 hours will be instructed online through the technology platform adopted by the District, currently Canvas. Traditional class instruction will consist of examinations and group presentations. Online delivery will consist of participation in forum-based discussions and posts, web links, lecture posts, exams and online lectures. Adding extra resources and other media sources as appropriate.

VIII. Representative Texts and Supplies
Required:


IX. Discipline/s Assignment
Health Care Ancillaries

X. Course Status
Current Status: Active
Original Approval Date: 03/17/2015
Board Approval: 04/14/2015
Chancellor Office Approval: 12/21/2016 (revised course)
Revised By: Christi Myers
Latest Curriculum/Academic Standards Committee Revision Date: 04/17/2018