

# Lassen Community College Course Outline

## HO 70 Medical Assisting: Core

7.0 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. Students must complete all course hours and must achieve a 75% on their final class grade and must achieve a final exam grade of 75% or better to be eligible to advance to the next course in the series. Uniform and lab fee of \$200 will be collected at registration. This course has been approved for hybrid and online delivery.

#### **Diversity Statement**

*Our commitment to diversity requires that we strive to eliminate barriers to equity and that we act deliberately to create a safe and inclusive environment where individual and group differences are valued and leveraged for the growth and understanding as an educational community.*

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

After registering for the Medical Assisting Program the student will:

1. Verify possession of a valid BLS CPR card from ASHI, AHA.
2. Verify that he or she doesn't have a criminal record and can work in a health care setting.
3. Provide documentation of recent two step tuberculosis testing or equivalent
4. Provide records of vaccinations or titers required for entry in to clinical environments.
5. Comply with testing required for clinical site rotations such as Covid-19 testing.
6. Complete a 10 panel drug screening.
7. Complete a physical exam.
8. Create an account in My Clinical Exchange and complete all competencies.

Does not transfer to UC/CSU

125 Hours Lecture, 250 Expected Outside Class Hours, 375 Total Student Learning Hours.

Scheduled: 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 understanding of basic medical terminology, anatomy and physiology.

### **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 correctly use the language of medicine.
10. Understand basic human anatomy and physiology as it relates to each body system.
11. Describe the Occupational Safety and Health Administration and its functions.
12. Demonstrate the proper handling and disposal of hazardous and biohazard waste.
13. Utilize proper body mechanics when lifting.
14. Understand the required preparation for fire and disaster preparedness.
15. Demonstrate how to screen patient calls or walk-in patients.
16. Develop knowledge of appointment scheduling.
17. Operate all types of computer hardware and software.
18. Demonstrate the use of word processing and spreadsheet applications.
19. Navigate the Internet.
20. Correctly evaluate cardiac arrest and/or obstructed airway, and safely perform CPR.
21. Provide care for patients with medical office emergencies.
22. Develop skills required to obtain and maintain employment.
23. Demonstrate knowledge of performance improvement.
24. 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**

The student must maintain a 75% in the class and must pass any midterm or final exams with a 75% or better to continue on in the Medical Assisting Program.

### **Traditional Classroom Instruction**

Term paper (topic choice, thesis statement, outline, bibliography, rough draft, final draft), homework, classroom discussion, essay, journals, lab demonstrations and activities, multiple choice quizzes, and participation.

### **Hybrid Evaluation**

All quizzes and exams will be administered during the in person class time. Students will be expected to complete online assignments and activities equivalent to in class assignments and activities for the online portion of the course. Electronic communication, both synchronous and asynchronous (chat/forum) will be evaluated for participation and to maintain effective communication between instructor and students.

### **Online Evaluation**

A variety of methods will be used, such as: research papers, asynchronous and synchronous (chat/forum) discussions, online quizzes and exams, posting to online website and email communications using the districts approved learning management system.

## **VII. Methods of Delivery**

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

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Traditional Classroom Delivery | <input type="checkbox"/> Correspondence Delivery    |
| <input checked="" type="checkbox"/> Hybrid Delivery                | <input checked="" type="checkbox"/> Online Delivery |

### **Traditional Classroom Instruction**

Lecture, PowerPoint, and other media presentations, discussions, scenarios, and group presentations.

### **Hybrid Delivery**

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 1/3 of the lecture hours, will be taught face-to face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, adding extra resources and other media sources as appropriate.

### **Online Delivery**

A variety of methods will be used, such as: research papers, asynchronous and synchronous (chat/forum) discussions, online quizzes and exams, posting to online website and email

communications using the districts approved learning management system.

### **VIII. Representative Texts and Supplies**

Required:

Booth, Kathryn, Whicker, Leesa, Wyman, Terri “*Medical Assisting: Administrative and Clinical Procedures with Anatomy and Physiology*” (2020), 7th Edition with **Connect Access** package, McGraw Hill. ISBN10: 1260476960 | ISBN13: 9781260476965

Included in uniform and lab fee:

-LCC MA Uniform

-Clinical Supply Kit

### **IX. Discipline/s Assignment**

Health Care Ancillaries, Licensed Vocational Nursing, Nursing

### **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: 11/29/2022