Medical Assistant- 1338-08

At the completion of training, the student will be able to:

* Provide clinical tasks including giving patient injections or medications as directed by physician and permitted by state law
* Measure vital signs, such as blood pressure, respiration, temperature, heart rate, height, and weight
* Perform lab test, such as phlebotomy and urinalysis
* Assist with diagnostic and medical procedures, such as EKG and catheterization
* Perform Basic Life Support including CPR, AED
* Provide administrative tasks including registration
* Use classification software to assign clinical codes for reimbursement and data analysis

Certifications offered:

* Certified Clinical Medical Assistant
* Certified Revenue Cycle Specialist/Professional
* Basic Life Support/CPR

### DESCRIPTION OF COURSES - 1338-08

**Microsoft Word 2016:** Course covers Core Skills required to meet training objectives with working with text, paragraphs, documents, managing files, using tables, pictures, and charts. This course is computer-based learning using Microsoft Office and keyboard software. The total contact hours for course are **24** hours classroom and 14hours lab.

**Microsoft Excel 2016:** Course covers Core Skills required to meet training objectives for students to learn how to work with cells, files, formatting worksheets, page setup & printing, worksheets & workbooks, formula & functions, and using charts & objects. This course is computer-based learning using Microsoft Office and keyboarding software. The total contact hours for course are **24** hours classroom and **14** hours lab.

**Keyboarding I:** Program teaches the fundamentals of keyboarding with assessments, fun games, and challenges. The total contact hours for course are **24** hours classroom and **14** hours lab.

**Medical Terminology I:** Classroom training covering fundamentals of medical terminology. This includes the study of prefixes, suffixes and roots. Classes include detail study of anatomy and physiology. Students have class assignments, homework, practice exams and a comprehensive exam at the completion of course. The textbook for this course is Chabner Medical Terminology 7th Edition published by Elsevier Saunders. The total contact hours are 3**0** hours of lab.

**Medical Terminology II:** Classroom training covering the Body Structures and Functions. Students will learn the many changes that are occurring in today’s health science and medical fields. The multiskilled health practitioner (MSHP) of today must know the structure and functions of each body system as well as the common diseases. All diseases and disorders content are integrated within each chapter of textbook. Students are introduced to ICD-10 CM coding directed by a Certified HIM instructor to begin the process of learning how to apply coding conventions and guidelines for inpatient/outpatient diagnoses and inpatient procedures. The textbook used for this course covers PowerPoint presentation from Body Structures & Functions 11th Edition published by Delmar Cengage Learning. Students will use in‑house ICD 10 CM/PCS coding books for classroom exercises. The total contact hours for course are **40** hours classroom and **25** hours lab.

**Health Information Documentation:** Course provides an intense overview of the health care delivery system its origins and structure. Students will discuss careers in the field of Health Information Documentation. The course will progress to the different health care settings such as hospitals, outpatient care, home care, and managed care. Students will learn patient record and filing systems with the ability to abstract records confidentially using established federal, state, and local HIPAA guidelines. Students will learn the aspects to coding and reimbursement related to the health care reimbursement system. The course is designed to prepare students for certification covering the revenue cycle subject matter including patient access, billing, credit/collections and revenue cycle management. AAHAM offers certification for institutions (hospitals, health systems) and professional (physician, clinic) setting. The textbook for this course is American Association of Healthcare Administrative Management – AAHAM Study Guide. The total contact hours for the course are **40** hours classroom and **25** hours lab.

**Electronic Health Management:** This course covers the use and management of medical records either manually or electronically. Every medical facility generates a large amount of information. Students will learn the primary purposes of the medical record in an ambulatory setting: 1). Provide a base for managing patient care, 2). Provide interoffice and intraoffice communication as necessary, 3). Determine any patterns that surface to signal the provider of patient needs, 4). Serve as a basis for legal information necessary to protect providers, staff, and patients, 5). Provide clinical data for research. Student will receive Health IT training in the electronic medical record (EMRs) as it relates to laboratory, reception, and clinical components in a total practice management system. The textbook used for this course is Comprehensive Medical Assisting published by Delmar Cengage Learning. Textbook includes DVDs, CDs, and internet access for additional case studies and lab. The total contact hours for course are **40** hours classroom and **25** hours lab.

**Infection Control and Medical Asepsis:** This course addresses the principles of the process of infection and control measures for use in ambulatory care settings. Because medical assistants deal directly with patients and other healthcare professionals, stringent adherence to the principles can greatly reduce transmission, or spread of infectious disease. The training is designed prepare students for continuous reliance on infection control measures to ensure a clinical environment that is as safe as possible for employees, patients, and families. The total contact hours for course are **30** hours classroom and **20** hours lab.

**Vital Signs and Measurements:** This course prepares students for the important and commonly performed tasks of a medical assistant which is obtaining and recording patient vital signs and body measurements. Vital signs include temperature, pulse, respiration, and blood pressure. Although height and weight measurements are not considered vital signs, they are often a routine part of a patient visit. The total contact hours for course are **30** hoursclassroom and **20** hours lab.

**The Physical Examination:** This course discusses the role of a medical assistant and provides hands-on demonstrations of the physical examination of patients in an ambulatory setting. The physical examination is performed to obtain a picture of the health and well-being of the patient. The course provides students with the two main categories of the physical examination: (patient preparation and room preparation) Patient preparation includes patient explanation and preparation, positioning, draping, vital signs, specimen collection such as urine and blood, and electrocardiogram (ECG). Room preparation includes assembling the appropriate instruments and equipment for the provider and ensuring patient privacy and comfort. Additional training includes supporting the patient, handling the provider instruments and equipment as required, and taking notes to be entered into the electronic medical record (EMR). The total contact hours for course are **30** hours classroom and **20** hours lab.

* **Electrocardiography:** The Physical Examination course includes the training students will need to operate and read the electrocardiogram. – EKG used by many providers in the healthcare industry. The EKG is part of a complete physical examination, especially for patients who are 40 years or older, for patients with a family history of cardiac disease, or for patients who have experienced chest pain. Students will have in class experience and training in how to operate and read the results of the EKG. The EKG is a graphic representation of the heart’s electrical activity, and EKG measures the amount of the electrical activity produced by the heart and the time necessary for the electrical impulses to travel through the heart during each heartbeat. The EKG is used in conjunction with other laboratory and diagnostic tests to assess total cardiac health. It is the PCT who records the EKG; therefore special knowledge and skills are necessary and include aspects of the correct electrocardiograph; elimination of artifacts, mounting, and labeling the EKG; and maintenance and care of the instruments. Students will receive certification training study material offered by National Healthcareers Association – NHA and ATI Allied Health. The certification preparation is an online study guide and practice test which prepares students for NHA CET exam and is aligned to the NHA Certified EKG Technician exam blueprint.

**Phlebotomy: Venipuncture and Capillary Puncture:** This course covers the important task of collecting blood samples from patients for diagnostic testing. The medical assistant role is to provide a great level of professionalism, efficiency, competency, and infection control when performing venipunctures. Students will be trained in a clinical lab environment using patient “dummies” to perform repeated simulations of conducting a venipuncture. Students will be taught the various syringes and needles used in phlebotomy along with proper safety and blood collection techniques. Students will be trained in proper use of vacuum tubes and adapters/holders and their collection requirements (color scheme system) for test to be performed. Student will receive OSHA standard training in needle safety to prevent on-the-job needle stick injuries. The total contact hours for course are **30** hours classroom and **20** hours lab.

**Basic Life Support:** Students will be certified in First Aid and CPR. Certification Training is offered by Pulse First 1 on contractual basis. The total contact hours for course are **5** hours classroom.

**Certification Training Preparation:** Course provides students with certification training in the AAHAM and National Healthcareer Association - NHA certifications of Revenue Cycle Specialist/Certified Clinical Medical Assistant. Students complete a rigorous 6 weeks of intense review of the Technical Certification Guide for AAHAM certification. Quizzes and tests have prepared with mock examinations and other skills building practices and exercises. Exercises include completion of CMS 1500 claim form. CCMA certification prep is offered through an online study guide and practice test with ATI-Allied Health, a certification prep training partner with NHA. The CCMA certification is a NCCA Accredited Program. The total contact hours for course are **36** hours classroom and **36** hours lab.

**Job Placement Assistance (JPA):** Students will receive job placement assistance (classroom) training designed to help students identify potential employers for employment or externship. JPA covers a 5 module curriculum including goal setting, resume writing, interview skills, employment application, and professional ethics. The total contact hours for course are **24** hours classroom and **27** hours lab.

**Lab:** Lab encompasses every course offered under each program with additional case studies to be completed as a requirement in program completion and evaluation. Students will gain access through Internet passwords and access codes. Course completion will be monitored through an enrollment management system by faculty to provide online assistance, completion verification, and any additional services on a as needed basis. Students will be required to view DVDs prior to class which demonstrates Clinical Studies program coursework. Students will be required to complete Medical Office Simulation Software (MOSS) which demonstrates the principles f or establishing an electronic medical record. Students will be receiving workbook accompanying administrative and clinical studies: Comprehensive Medical Assisting – Delmar Cengage to complete in-depth lab case scenarios and studies.

**Externship:** Students are required to complete **240** hours of on-the‑job experience prior to graduation (externship) at hospitals, physicians’ practices, out-patient care facilities or other health related facilities, such as, law offices, insurance companies, or other health vendor establishments. Students must have documented proof of externship received with performance evaluation signed. **Please note: Externships are earned during classroom/lab training.** Students much exhibits the characteristics of ***Professionalism –*** *Attitude/Self Esteem, Communication, Conflict Management, Customer Service, Diversity Awareness, Leadership, Managing Change, Productivity, Professional Ethics, Team-Building, and Telephone Skills for the Healthcare Setting* to meet candidacy for institutional referral. Student individual externships are accepted provided that proof of completion (Externship Evaluation) is performed.