Spring 1-2016

AHMA 298.01: Medical Assisting Externship

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MISSOULA COLLEGE/UNIVERSITY OF MONTANA  
AHMA 298 MEDICAL ASSISTING EXTERNSHIP/PRACTICUM  
Spring 2016  
Course Syllabus

INSTRUCTOR: Paula L. Criman, RMA, RRT  
OFFICE: Griz House 4  
TELEPHONE: (406) 243-7907  
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DAYS: Th 11:00-12:00, plus 200 practicum hours as assigned  
LOCATION: Griz House 9A  
CREDITS: 5

Pre-requisites: AHMA 201, 203, 260, 262, AHMS 144, 220, 156, 216, 175, PHAR 102, MED155T, COMX 115s, BIOH 112 & 113, CAPP 154, PSYX 100, and ACTG 101.

Additional Requirements: Current Professional Provider CPR, and First Aid Certification. negative TB testing, and the following vaccinations or positive titers: HBV, TdaP, MMR, and Varicella. Influenza vaccination is strongly suggested, otherwise the student will be required to wear a mask while on site.

Course Description: This provides the student with 200 hours of practical experience in an ambulatory facility. There will be guided, evaluated opportunities to perform the various clinical, laboratory, and administrative skills of medical assisting. Students are expected to use the competencies required by the program.

Incorporated into this course is a weekly meeting to review what externs have learned, discuss concerns and successes, and review homework. This will give students an opportunity to learn from one another and strengthen their soft skills.

Students may not receive pay for their practicum hours.

Relationship to program: This is a capstone course where the student applies the skills and knowledge learned throughout the Medical Assisting Program. Successful completion is required for graduation.

Text: Medical Assistant Exam Success, Hardy, Kris; FA Davis, 2011.


Supplies: A watch for timing purposes
Course Objectives:
1. Successful completion of applicable psychomotor and affective competencies in administrative, clinical, and laboratory areas.
2. Complete a list of community resources related to patient needs.

Student Performance Assessment Methods and Grading:
Letter grades are assigned to percentages as follows:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 93%</td>
<td>A</td>
</tr>
<tr>
<td>92 - 90%</td>
<td>A-</td>
</tr>
<tr>
<td>89 - 87%</td>
<td>B+</td>
</tr>
<tr>
<td>86 - 83%</td>
<td>B</td>
</tr>
<tr>
<td>82 - 80%</td>
<td>B-</td>
</tr>
<tr>
<td>79 - 77%</td>
<td>C+</td>
</tr>
<tr>
<td>76 - 73%</td>
<td>C</td>
</tr>
<tr>
<td>72 - 70%</td>
<td>C-</td>
</tr>
<tr>
<td>66 - 63%</td>
<td>D+</td>
</tr>
<tr>
<td>62 - 60%</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

You must earn at least a C (73%) to progress through the medical assisting program. Students are allowed to retake this class once.

Students will be assessed using homework assignments, practicum competencies, and survey completion.

Scores will be weighted by the following categories:

- Competencies: 70%
- Homework: 20%
- Surveys: 10%

Total: 100%

HIPAA: During the practicum, the student must follow all of the HIPAA privacy rules of the facility where the student is working. If the student is found to violate HIPAA rules, that is grounds for immediate expulsion from the Medical Assisting Program.

Academic Integrity: All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by The University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at [http://archive.umt.edu/catalog/14_15/academics/academic-policy-procedure.php](http://archive.umt.edu/catalog/14_15/academics/academic-policy-procedure.php)

Cheating and plagiarism will not be tolerated. Expulsion from the medical assisting program is likely, depending on the type and level of offense, and whether it is a repeat offense. At the very least, the student will receive no points for the assignment or test, and will not be allowed to utilize extra credit to compensate for lost points.

Disability Accommodation: Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please speak with me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disabilities Services website at [http://www.umt.edu/dss/](http://www.umt.edu/dss/) or call (406) 243-2243 (voice/text). Note: Instructor reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances.

Be aware that the student must still be able to complete the entire externship. Accommodations at the externship site is up to that site’s policies for disabled employees.
**Course Policies and Other Information**

1. **Attendance:** Attendance will be taken in the weekly class meeting and on your externship.

   It is vital that you show up on time, and leave only when your pre-arranged shift is up.

   Leaving early from your externship is up to your externship supervisor for approval. Leaving early should be an extremely rare occurrence, and preferably never done.

   If you will be unavoidably absent, you must notify your externship supervisor prior to the beginning of your shift. You must also email your program director, and explain the reason for your absence. Like with leaving early, it is best you aren’t absent, but if you are, it should be extremely rare.

2. **Homework:** Homework is to be handed in at the beginning of the class on the due date. Once class begins the work will be considered late and **20% will be deducted** from the score regardless of your reason for being late. Late work will not be accepted after one week.

   - Ch. 58 workbook: Skip Applications & Case Study
   - Ch 57 workbook: Skip T/F; Sentence Completion; Short Answer # 18, 20, 21; Applications 3a & b

3. **Cellphones:** Cellphones must be turned off and put away during your externship. You may have them in class if they are set on vibrate.

4. **Competencies:** Externship Competencies are to be evaluated and signed only by someone familiar with medical assisting and either be, or designated by, your externship supervisor. Anyone who signs you off, must sign the back of the competency packet as well. If the competency is done at your site you must either perform it or observe it.