

Fall 9-1-2018

AHMA 203.01: Medical Assistant Clinical Procedures II

Sally Mischke

University of Montana, Missoula, sally.mischke@umontana.edu

Let us know how access to this document benefits you.

Follow this and additional works at: <https://scholarworks.umt.edu/syllabi>

Recommended Citation

Mischke, Sally, "AHMA 203.01: Medical Assistant Clinical Procedures II" (2018). *Syllabi*. 9142.
<https://scholarworks.umt.edu/syllabi/9142>

This Syllabus is brought to you for free and open access by the Course Syllabi at ScholarWorks at University of Montana. It has been accepted for inclusion in Syllabi by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact scholarworks@mso.umt.edu.

MISSOULA COLLEGE/UNIVERSITY OF MONTANA
DEPARTMENT OF HEALTH PROFESSIONS
AHMA 203 Medical Assisting Clinical Procedures II
Fall 2018
Course Syllabus

Contact Information

INSTRUCTOR: Sally G. Mischke, RMA, CSM

DAYS: Online Course using Moodle

OFFICE HOURS: By appointment

TELEPHONE: (406) 243-7907

EMAIL: sally.mischke@mso.umt.edu

PRE-REQUISITES: AHMA201

Course description: This course builds on skills in AHMA201 and moves into areas of greater specialization. Included in this are specialty provider care, ECG, assisting with surgical procedures, and surgical instruments.

Relationship to program: This is the second clinical course and will introduce the student to more advanced skills needed in the medical assisting field. This course will prepare the student for the subsequent practicum.

Text: Kinn's The Medical Assistant Bundle (textbook/study guide and procedures), 13th edition, Publisher: Elsevier (2017)

Suggested Resources: A good medical dictionary is strongly recommended; Mosby's and Taber's are both particularly good.

Course Objectives:

Demonstrate ability to apply all skills associated with following clinical procedures:

- Utilize efficient, proper technique while performing an ECG/EKG (electrocardiogram)
- Demonstrate correct technique and patient education skills in performing peak flow procedures.
- Be able to explain procedures to patients while demonstrating sensitivity to patient's needs, cultural diversity, and level of understanding.
- Demonstrate understanding of, and the ability to function utilizing surgical aseptic technique with such skills as sterile gloving, setting up a sterile field, skin prep, and wound care.
- Learn the different specialty areas and how to set up for certain procedures and assisting providers with minor surgical procedures.
- Utilize correct medical terminology in writing and verbally.

Student Grading:

Letter Grades are assigned to percentages as follows:

100-93% A	86-83% B	76-73% C	66-63% D
92-90% A-	80-82% B-	72-70% C-	62-60% D-
89-87% B+	79-77% C+	69-67% D+	<60% F

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 quizzes, homework, attendance, and a final.

Scores will be weighted by the following categories:

Quizzes	50%
Final	30%
Homework	<u>20%</u>
Total:	100%

Course Policies and Other Information

- 1. Homework:** You are required to work out of the study guide and procedures work book and turn in assignments weekly. Your homework is considered 20% of your final grade for the course.
- 2. Quizzes:** These are to be taken weekly. Each quiz may be taken twice. There is a 45 min window to complete each quiz.
- 3. Final:** A study guide will be provided to assist with preparing you for the final. You are strongly encouraged to make use of it. The final will be opened on 12/10/2018-12/14/2018 for completion.

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 Student Conduct Code. The code is available for review online at http://life.umt.edu/vpsa/student_conduct.php.

Disability Accommodation: Eligible students with disabilities will receive appropriate accommodations in the 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/dds/> or call (406)243-2243.

Note: Instructor reserves right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances.

Technical Requirements: Content may include PDF files, videos and external links. Some of these files require special programs to allow you to view them. If you do not have the needed application on your computer hard drive, you can download plug-ins (or free viewers) from the UMOonline web site.