AHMA 203.01E: Medical Assistance and Clinical Procedures II

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MISSOULA COLLEGE/UNIVERSITY OF MONTANA

AHMA 203 MEDICAL ASSISTING CLINICAL PROCEDURES II

Spring 2024

Course Syllabus

INSTRUCTOR: Andrea Gyuricza, RMA-C, CMA-C, RPT-C, AMT Certified Instructor

MEETING TIME: Thursdays from 2-4:50pm

LOCATION: MC, Room 132

OFFICE: MC 311

OFFICE HOURS: 10am-1pm, by appointment

EMAIL: andrea.gyurica@umontana.edu

PRE-REQUISITES: AHMA 201

Course description: This course will introduce the student to additional concepts associated with medical assisting. Included in this are the methods and theory behind the collection and handling of laboratory specimens, CLIA-waived testing, electrocardiography, diseases, physical therapy, patient education, and nutrition.

Relationship to program: This is the second clinical lecture course which builds on knowledge gained in the first clinical procedures class and explores more advanced concepts. This class will prepare the student for the second laboratory class, and eventually for the practicum experience.

Texts: Kinn’s The Medical Assistant Bundle (textbook/study guide and procedures), 14th edition, Publisher: Elsevier (2019).


Supplies needed for lab: Stethoscope, watch with second hand, maroon-colored scrubs, and name badge.

ATTENDANCE POLICY

Attendance is a strong indicator of an individual’s commitment to the health care profession. The final grade will reflect attendance. Two absences will result in one letter grade being dropped from your final grade. Note: A doctor’s note will be
required for health-related absences but may still result in delayed completion of the class.

CELL PHONES: All phones must be turned off during lectures, class presentations and exams. This includes the use of your smart watch to view text messages, etc.

FOOD and DRINK: Absolutely no food is to be consumed during class/lab time. You may bring water in a container with a secure lid.

Course Objectives:

1. Identify common pathologies and how they affect body systems.
2. Describe common methods for diagnosing and treating pathologies.
3. Compare how body structure and function changes across the life span.
4. Discuss quality control issues when handling specimens.
5. Identify the differences between CLIA-waived and non-waived testing and how this affects the ambulatory clinical laboratory.
6. Analyze charts, graphs and/or tables in the interpretation of healthcare results, and how to correctly maintain common charts (such as growth charts).
7. Distinguish between normal and abnormal test results.
8. Identify resources and adaptations that are required based on individual needs. 9. Refine and apply skills learned in AHMA201

Student Performance Assessment Methods and Grading:

Grades are calculated as follows:
94-100    A
93-88     B
87-80     C
79 or less D-F

GRADING SCALE:
- 50% Skills Assessments (must pass each skill with 80% or better), daily assignments, quizzes, and tests (weighted accordingly)
• 50% Class Participation

Class Participation Expectations: (this is 50% of your grade)
You will be evaluated and graded on each of the following conduct expectations each week during lab as well as any written communication.

Students need to develop a professional demeanor. Failing to do so, will result in a deduction of grade. All core courses account for professionalism in grading. Any disruptive behavior, inappropriate or aggressive behavior, or evidence of drug or alcohol use will be grounds for dismissal from that class or course and referral to counseling. Dismissal from a clinical site during practicum is grounds for dismissal from the program.

• Attendance – The student shall arrive promptly and stay as scheduled.
• Appearance – The student will be neat, clean and professional in appearance.
• Ability – The student will follow instructions and adhere to classroom policies.
• Interest – The student will show a high degree of interest.
• Attitude – The student will display a positive image and attitude in the classroom.
• Initiative – The student is self-motivated and pursues additional work as needed.
• Organization – The student will plan work efficiently.
• Performance – The student performs effectively, even under stress and normal interruptions.
• Interpersonal – The student relates to classmates, faculty, guests, clinical staff and patients courteously, professionally and tactfully.
• Communication – The student communicates effectively including being tactful, professional and respectful to all.
• Response – The student is willingly to accept constructive comments, corrections, and suggestions.
**Skills Assessment Expectations:** You must complete your skills assessments in a reasonable amount of time showing a minimum of 80% proficiency. If you do not pass with an 80% on your first attempt, you will be given a second attempt however your grade will be penalized 20% if a second attempt is necessary.

**NOTE:** ALL MA courses must be passed with a ‘C’ or better. MA courses may be attempted a maximum of two (2) times. If the student does not pass the course on the second attempt, the student will not be able to continue in the MA program.

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, quizzes, attendance, clinical check offs, attendance, and professionalism.

**Scores will be weighted by the following categories:**

- **50% Class participation**
- **50% Assignments, Quizzes and Assessments**

**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. 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.

**Technical Requirements:** Content may include PDF files, videos and external links (links that take you to websites outside of Moodle). Some of these files require special programs to allow you to view them. If you don’t have the needed application on your computer hard drive, you can download plug-ins (or free viewers) from the UMOline website.