Fall 9-2004

MED 201T.01: Medical Assisting Clinical Procedures I

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University of Montana - Missoula

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COURSE NUMBER & TITLE: MED 201T  MEDICAL ASSISTING CLINICAL PROCEDURES I

DATE REVISED: Fall 2004  SEMESTER CREDITS: 4
CONTACT HOURS PER SEMESTER: 90  LECTURE/LAB HOURS PER WEEK: 6
PREREQUISITES: Successful completion of MAT 100, SCN 119N

PROFESSOR: Jacki Elam, BA, RMA
Email: jacki.elam@mso.umt.edu
OFFICE: Room AD04A
OFFICE HOURS: Tuesday & Thursday, 11:10 a.m. to 12:00 p.m. Other hours by appointment.
OFFICE PHONE: 406/243-7835

RELATIONSHIP TO PROGRAM:
This course is a foundation course to the program, which offers the basic legal, ethical, and technical
skills required to begin functioning as a medical assistant in the medical office setting.

COURSE DESCRIPTION:
Skill development necessary for assisting the physician with patient care in the medical office clinical
setting. Includes assessment of vital signs, patient charting, aseptic techniques, administration of
medications, patient examination, phlebotomy skills, care of equipment, specimen collection, and basic
laboratory skills. Diagnostic procedure techniques as applied to electrocardiograms, spirometry, x-ray,
and physical therapy will be included.

STUDENT PERFORMANCE OUTCOMES:
Upon completion of the course the student will be able to:
1. Apply the concept of medical ethics and law in the medical office setting.
2. Use therapeutic communication techniques to develop a relationship with the patient and co-
workers.
3. Differentiate the concepts of disease transmission and practice medical/surgical asepsis to control
the spread of infection.
4. Accurately perform and chart vital sign measurements.
5. Distinguish the parts of the patient medical history.
6. Obtain patient information and record on the patient record.
7. Differentiate between signs and symptoms of illness and/or a medical condition.
8. List the positions and sequence of the physical exam.
10. Prepare the patient and exam room for the examination.
11. Assist with routine and specialty examinations.
12. Describe normal nutrition with an understanding of food groups, carbohydrates, fats, proteins,
vitamins, and minerals and provide patient education of nutritional requirements.
13. Understand and perform medication administration using assessment skills.
14. Describe types of medication administration, sites of administration, risks and contraindications to
medication administration.
STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES: A final grade of 75% (C) is required to pass this course.

GRADING CRITERIA:

<table>
<thead>
<tr>
<th>Description</th>
<th>Points</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>3 Exams each worth 100 pts</td>
<td>300</td>
<td>A = 90 – 100%</td>
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<tr>
<td>Research Project worth 100 pts</td>
<td>100</td>
<td>B = 80 – 89</td>
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<tr>
<td>3 Lecture Reviews each worth 50 pts</td>
<td>150</td>
<td>C = 75 – 79</td>
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<tr>
<td><strong>TOTAL POINTS</strong></td>
<td><strong>550</strong></td>
<td>D = 70 – 74</td>
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<td>F = 0 – 69</td>
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RESEARCH PROJECT:
An in-depth research project of at least 2500 words in length exploring the scope and practice of Medical Assistants in different practice settings will account for 20% of the final grade. To facilitate a quality final product, it is expected that each student will hand in a rough draft and a second draft by the dates noted in the Weekly Plan below for review/comment by the professor. Use of proper grammar, spelling, sentence structure, references, and footnotes will represent 50% of the grade with content constituting the remaining 50%. Students are urged to utilize the Writing Lab on the Mountain Campus to aid in this process. A full bibliography in the APA format is required. The final project must be turned in no later than the date noted in the Weekly Plan below.

LECTURE REVIEW:
Each student will be required to attend three (3) distinct lectures offered in the community throughout the semester. The student will then submit a 200-word review of the lecture including date, time, presenter, and topic of the lecture with at least 100 words on how the subject of the lecture relates to the scope and practice of a Medical Assistant. Such offerings are regularly scheduled at the local hospitals, by local medical societies and the City-County Health Department, as well as related programs and departments on the Mountain Campus. Please note the due dates of each lecture review listed in the Weekly Plan below. No late lecture reviews will be accepted, and the student will receive 0 points for the assignment.

ATTENDANCE POLICY:
Attendance is strongly encouraged. Attendance is a strong indicator of an individual's commitment to the health care profession. The final grade will reflect attendance. Three absences will result in one letter grade being dropped from your final grade. No points will be added for attendance.

CELL PHONES/PAGERS:
Due to an increasing number of students who own and use cell phones and pagers, it has become necessary to institute a policy regarding these tools during class times. As you are aware, these tools are distracting to an entire class. However, some students require them for business, which allows them to further their education. Please follow these guidelines:
1. If the cell phone/pager is not business or emergency related, please turn them off.
2. Use the vibrating option on your pager.
3. Do not listen to the message in class. Leave class quietly.
4. **CELL PHONES AND PAGERS MUST BE TURNED OFF DURING EXAM AND CLASS PRESENTATIONS.**


SUGGESTED REFERENCE MATERIALS:
- Medical Dictionary (of choice)
- Laboratory Tests book (of choice)
- Drug book (of choice)
COURSE OUTLINE:
I. Medical Assisting as a Profession
II. Medical Ethics
III. Medicine and the Law
IV. Personal Communication
V. Basic Concepts of Asepsis
VI. Infection Control
VII. Acquired Immune Deficiency Syndrome
VIII. Vital Signs and Anthropometrics
IX. Assisting with Routine Examinations
X. Specialty Examination
XI. Nutrition and Diet Modification
XII. Administration of Medications

WEEKLY PLAN*:
WEEK OF 8/30 Introduction, Chapters 1, 2, 3
9/6 LABOR DAY HOLIDAY (MONDAY) – NO CLASSES
WEEK OF 9/6 Chapter 4 & 14
WEEK OF 9/13 Chapter 9 & 10
WEEK OF 9/20 Test Ch. 1, 2, 3, 4, 9, 10, 14 (WED. 9/22)
WEEK OF 9/27 Chapter 19, 20; Research Project Rough Draft due 9/27
WEEK OF 10/4 Chapter 21, 22; Lecture Review #1 Due 10/6
WEEK OF 10/11 Chapter 24
WEEK OF 10/18 Chapter 25 NATIONAL MEDICAL ASSISTANTS’ WEEK
WEEK OF 10/25 Chapter 26
WEEK OF 11/1 Test-Ch. 19, 20, 21, 22, 24, 25, 26 (WED. 11/3)
11/2 ELECTION DAY HOLIDAY (TUESDAY) – NO CLASSES
WEEK OF 11/8 Chapter 26; Research Project 2nd draft due 11/8
11/11 VETERANS’ DAY HOLIDAY (THURSDAY) – NO CLASSES
WEEK OF 11/15 Chapter 27, 36; Lecture Review #2 Due 11/17
WEEK OF 11/22 Blood Pressure Clinic
11/23, 24, & 25 THANKSGIVING HOLIDAY (WED., THURS., FRI.) – NO CLASSES
WEEK OF 11/29 Chapter 37, 38
WEEK OF 12/6 LAB; Research Project Final Draft due 12/6
WEEK OF 12/13 Test-Ch. 27, 36, 37, 38; Lecture Review #3 Due 12/13

*Schedule subject to change as necessary
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<td>TYPES OF MEDICAL PRACTICES</td>
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<td>LEGAL &amp; ETHICAL ISSUES</td>
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<td>COMMUNICATION W/PTS, FAMILIES, COWORKERS</td>
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<td>INFECTION-CONTROL TECHNIQUES</td>
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<td>PREP EXAM &amp; TX AREA</td>
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<td>ASSIST W/EXAM IN BASIC SPECIALITIES</td>
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