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MED 201T.01: Medical Assisting Clinical Procedures I

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**THE UNIVERSITY OF MONTANA-MISSOULA
COLLEGE OF TECHNOLOGY
HEALTH PROFESSIONS DEPARTMENT**

COURSE SYLLABUS

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.umontana.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.
9. Provide patient teaching.
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:

3 Exams each worth 100 pts	= 300
Research Project worth 100 pts	= 100
3 Lecture Reviews each worth 50 pts	= 150
TOTAL POINTS	= 550

GRADING SCALE:

A = 90 – 100%	495 – 550 points
B = 80 – 89	440 – 494 points
C = 75 – 79	412 – 439 points
D = 70 – 74	385 – 411 points
F = 0 – 69	0 – 384 points

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.**

REQUIRED TEXT: Medical Assistant: A Patient-Centered Approach to Administrative and Clinical Competencies, by Prickett-Ramutkowski, Barrie, Keller, Dazarow, and Abel, Glencoe/McGraw-Hill Publishers.

SUGGESTED REFERENCE MATERIALS:

- Medical Dictionary (of choice)
- Laboratory Tests book (of choice)
- Drug book (of choice)

COURSE OUTLINE:

- | | |
|--|---|
| I. Medical Assisting as a Profession | VIII. Vital Signs and Anthropometrics |
| II. Medical Ethics | IX. Assisting with Routine Examinations |
| III. Medicine and the Law | X. Specialty Examination |
| IV. Personal Communication | XI. Nutrition and Diet Modification |
| V. Basic Concepts of Asepsis | XII. Administration of Medications |
| VI. Infection Control | |
| VII. Acquired Immune Deficiency Syndrome | |

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	<u>Test Ch. 1, 2, 3, 4, 9, 10, 14 (WED. 9/22)</u>
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 <u>NATIONAL MEDICAL ASSISTANTS' WEEK</u>
WEEK OF 10/25	Chapter 26
WEEK OF 11/1	<u>Test-Ch. 19, 20, 21, 22, 24, 25, 26 (WED. 11/3)</u>
11/2	ELECTION DAY HOLIDAY (TUESDAY) – NO CLASSES
WEEK OF 11/8	Chapter 26; Research Project 2 nd 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	<u>Test-Ch. 27, 36, 37, 38; Lecture Review #3 Due 12/13</u>

*Schedule subject to change as necessary

CH	1	PROFESSION OF M.A.	_____
CH	2	TYPES OF MEDICAL PRACTICES	_____
CH	3	LEGAL & ETHICAL ISSUES	_____
CH	4	COMMUNICATION W/PTS, FAMILIES, COWORKERS	_____
CH	9	MAINTAINING PATIENT RECORDS	_____
CH	10	MANAGING THE OFFICE MED REC	_____
CH	14	PATIENT EDUCATION	_____
CH	19	ASEPSIS	_____
CH	20	INFECTION-CONTROL TECHNIQUES	_____
CH	21	HIV, HEPATITIS, BLOOD-BORNE PATHOGENS	_____
CH	22	PREP EXAM & TX AREA	_____
CH	24	PT INTERVIEW/HX TAKING	_____
CH	25	ASSIST W/ GEN EXAM	_____
CH	26	PROVIDING EYE & EAR CARE	_____
CH	27	ASSIST W/EXAM IN BASIC SPECIALITIES	_____
CH	31	MEDICAL EMERGENCIES & FIRST AID	_____
CH	36	NUTRITION & SPECIAL DIETS	_____
CH	37	PRINCIPLES OF PHARMACOLOGY	_____
CH	38	DRUG ADMINISTRATION	_____