



Atlantic Technical College

Medical Assisting Program Syllabus 2017-2018



Instructor Name: Maria F. Rojas
Department Name: Health Science
Office/Classroom Location: Bldg. 2, Room 121
Phone Number: 754-321-5100 ext. 493-3003
Email Address: maria.f.rojas@browardschools.com

Instructor Office Hours:
M-F: 1:50pm – 3:00pm, Please schedule and appointment.

Student Hours:
Monday – Friday

Class Hours: 7:05am – 1:50pm
Break: 9:05am – 9:20am
Lunch: 11:20am – 11:50am

Program Name: Medical Assisting		
OCPs	Course Names	Hours
A	HSC0003 – Basic Healthcare Worker	90
B	MEA0002 – Introduction to Medical Assisting MEA0501 – Medical Office Procedures	250 75
C	MEA0521 – Phlebotomist, MA	75
D	MEA0543 – EKG Aide, MA	75
E	MEA0581 – Clinical Assisting MEA0530 – Pharmacology for Medical Assisting MEA0573 – Laboratory procedures MEA0506 – Administrative Office Procedures MEA0942 – Practicum Experience	230 90 125 90 200

Technical College Policy/Adult Student Attendance:

- A student must be withdrawn after being absent for six (6) consecutive days.
- Two (2) additional absences may be allowed under certain circumstance with appropriate documentation.
- Please refer to the Student Handbook for postsecondary students.
<http://www.atlantictechcollege.edu/atc-student-handbook/>

Magnet High School/Attendance Policy:
A student who has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month, or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period, may be exhibiting a pattern of non-attendance according to (F.S.1003.26 (1) (b)) and the School Board of Broward County, Policy 5.5.

Required Book(s) and/or Online Access:
Available for purchase at the ATC Bookstore:

- AES Core Curriculum Access Code
- Kinn’s The Medical Assistant: Text/Study Guide Packet (13th Edition)

Optional:

- ECG’s Made Easy (5th Edition)

Required Materials/Supplies:
Purchased from ATC Bookstore:

- Stethoscope
- Blood Pressure Cuff
- CPR Valve
- Calculator
- Uniform: ATC logo Cherokee scrub top
- ATC logo t-shirt (optional)

Not Purchased from ATC Bookstore:

- Uniform: Cherokee scrub bottom
- Scrub Jacket (optional)
- Shoes: All white or black leather- closed front and back
- White or black socks

*All required books and most materials/supplies can be purchased from the ATC bookstore.
Stop by during operational hours for pricing and purchasing information.*

Grading System: A 90 - 100% B 80 - 89% C 70 - 79% D 60 - 69% F 0 - 59% I Incomplete	Additional Program Specific Grading Information: <ul style="list-style-type: none"> • Course Exams 30% • Laboratory Skills 20% • Projects/Assignments 5% • Clinical Rotation 45%
Online Course Grading Policy: <i>Course is not offered online</i>	
View Your Grades: Grades can be viewed online by following the directions below: <ol style="list-style-type: none"> 1. Go to https://browardfocus.com (access FOCUS using Chrome, Firefox or Safari) 2. Student ID which is on your student schedule. 3. Passcode: Student's date of birth formatted as YYYYMMDD. <i>Four digits for the year, two digits for the month and two digits for the day.</i> 	
Classroom/Lab Rules: <i>See Medical Assisting Handbook</i>	
Industry Certification & State Credential Exam Cost: <ul style="list-style-type: none"> • Certified Clinical Medical Assistant (CCMA)- \$149 <p><i>You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.</i></p>	Outstanding Student Recognition Information: A gold seal will be applied to a Program Completion Certificate or an Applied Technology Diploma if the student has earned a 3.5 GPA or higher in their Career and Technical Education (CTE) classes.

Program Name: Medical Assisting	
Course Number: HSC0003 Course Name: Basic Healthcare Worker Occupational Completion Point: A Intended Outcomes: (From FL DOE Curriculum Framework) Student will be able to: <ul style="list-style-type: none"> • Demonstrate knowledge of the healthcare delivery system and health occupations. • Demonstrate the ability to communicate and use interpersonal skills effectively. • Demonstrate legal and ethical responsibilities. • Demonstrate an understanding of and apply wellness and disease concepts. • Recognize and practice safety and security procedures. • Recognize and respond to emergency situations. • Recognize and practice infection control procedures. • Demonstrate an understanding of information technology applications in healthcare. • Demonstrate employability skills. • Demonstrate knowledge of blood borne diseases, including HIV/AIDS. • Apply basic math and science skills. 	

Course Number: MEA0002 Course Name: Introduction to Medical Assisting Occupational Completion Point: B (1 of 2) Intended Outcomes: (From FL DOE Curriculum Framework) Student will be able to: <ul style="list-style-type: none"> • Demonstrate communication skills used by medical assistants. • Demonstrate knowledge of legal and ethical responsibilities for medical assistants. • Demonstrate an understanding of anatomy and physiology concepts in both illness and wellness states.
--

Course Number: MEA0501

Course Name: Medical Office Procedures

Occupational Completion Point: B (2 of 2)

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Demonstrate basic clerical/medical office duties.

Course Number: MEA0521

Course Name: Phlebotomist, MA

Occupational Completion Point: C

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Demonstrate accepted professional, communication, and interpersonal skills.
- Discuss phlebotomy in relation to the health care setting.
- Identify the anatomic structure and function of body systems in relation to services performed by a phlebotomist.
- Recognize and identify collection reagents supplies, equipment and interfering chemical substances.
- Demonstrate skills and knowledge necessary to perform phlebotomy.
- Practice infection control following standard precautions.
- Practice accepted procedures of transporting, accessioning and processing specimens.
- Practice quality assurance and safety.
- Describe the role of a medical assistant with intravenous therapy in oncology and dialysis.

Course Number: MEA0543

Course Name: EKG Aide, MA

Occupational Completion Point: D

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Describe the cardiovascular system.
- Identify legal and ethical responsibilities of an EKG aide.
- Perform patient care techniques in the health care facility.
- Demonstrate knowledge of, apply and use medical instrumentation modalities.

Course Number: MEA0581

Course Name: Clinical Assisting

Occupational Completion Point: E (1 of 5)

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Demonstrate basic office examination procedures.
- Demonstrate knowledge of the fundamentals of microbial control and use aseptic techniques.
- Demonstrate minor treatments.
- Demonstrate knowledge of basic diagnostic medical assisting procedures.
- Demonstrate basic X-Ray procedures.

Course Number: MEA0530

Course Name: Pharmacology for Medical Assisting

Occupational Completion Point: E (2 of 5)

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Demonstrate knowledge of pharmaceutical principles and administer medications.

Course Number: MEA0573

Course Name: Laboratory Procedures

Occupational Completion Point: E (3 of 5)

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Perform CLIA-waived diagnostic clinical laboratory procedures.
- Demonstrate awareness of clinical microscopy techniques and procedures that may be performed in CLIA-exempt laboratories under physician supervision.
- Demonstrate knowledge of emergency preparedness and protective practices.

Course Number: MEA0506

Course Name: Administrative Office Procedures

Occupational Completion Point: E (4 of 5)

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Perform administrative office duties.

Course Number: MEA0942

Course Name: Practicum Experience

Occupational Completion Point: E (5 of 5)

Intended Outcomes: (From FL DOE Curriculum Framework)

Student will be able to:

- Perform administrative and general skills.
- Perform clinical and general skills.
- Display professional work habits integral to medical assisting.