



Atlantic Technical College

Medical Assisting Program Syllabus 2018-2019



Instructor Name: Maria F. Rojas
Department Name: Health Science
Office/Classroom Location: Bldg. 2, Room 121
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Instructor Office Hours:
M-F: 1:50pm – 3:00pm (appointment preferred)
 Instructor responses to student inquiries will be provided within 24 hours of regular school operating hours:
 Monday – Friday, 7:00am – 3:00pm.

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

Program Description:

This program is designed to teach the skills and knowledge necessary to become a Medical Assistant and obtain employment in a variety of healthcare facilities. This multi-skilled health professional is trained in clerical and medical office procedures, phlebotomy, EKG, X-Ray, basic patient care techniques and laboratory procedures. Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors and optometrists running smoothly. They are involved in direct patient care and assist the physician or other health professional during examinations.

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- A student must be withdrawn after being absent for six (6) consecutive days.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.atlanticttechnicalcollege.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)
- Virtual Medical Office for Medical eWorkbook
- SimChart for the Medical Office
- The Language of Medicine

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%
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Online Course Grading Policy:

Online students' grades and attendance are based on the following:

- Scheduled assignments are due by 7:00am on the day they are due. Late submission of work will affect the assignment grade.
- Students assume full responsibility for the content and integrity of submitted work. As the guiding principle of academic integrity, a student's submitted work, examinations, reports, projects, etc. must be their own.
- Unless otherwise stated by the instructor, physical or digital references including books, charts, graphs, diagrams, photos, notes or calculators may not be utilized during assessments or exams. Blank scratch paper will be permitted during certain assessments.
- Exams may include an oral or lab/skills component and exams used for determining competency will be delivered in a proctored environment.

View Your Grades:

Grades can be viewed online by following the directions below:

1. Go to Broward Schools Single Sign-On (SSO) Website link: <http://browardschools.com/sso> and enter your credentials:
 - Username: 10-digit student ID number
 - Password: PMM/DD/YYYY (initial password will start with a P and will follow your birthday with slashes). You can then change your password after your initial login.
2. Click on the FOCUS app on your Launchpad. If this app is not on your Launchpad, then:
 - Click on the "Request Center" tab and *add* the FOCUS app to your Launchpad.
3. Access FOCUS through your SSO launchpad each time.

Classroom/Lab Rules:

See Medical Assisting Handbook

Industry Certification & State Credential Exam Cost:

- Certified Clinical Medical Assistant (CCMA)- \$149

You may qualify for certification reimbursement of your exam cost(s) upon passing. Credential fees are subject to change.

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:

- 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:

- 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.