

**Medical Assisting Course Syllabus 2015-2016**  
**Course Section Number: 67936000-1 Credit Hours: 4**  
**Classroom Hours: Monday-Friday-1:15 pm- 4:00 pm**  
**Classroom: 1-009**

**Instructor Information**

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**The Salt Lake City School District  
Career & Technical Center**

1633 South Edison Street  
Salt Lake City, Utah 84115  
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**Course Description:**

This course will prepare students to work in the trade of Medical Assisting Profession; also will prepare students for the Utah Endorsed Medical Assistant Certification from the State Board of Education and National Medical Assistant Certification.

**Course Recommendations:**

Medical Terminology and Medical Anatomy & Physiology are recommended but not required.

**Course Learning Objectives:**

The Medical Assistant course given at the Salt Lake City School District Career & Technical Center will provide education and training in a secure and safe environment. Students will receive the required curriculum from a qualified instructor in a format that will accommodate different learning styles including; lecture, visual aids, audio aids, hands-on, assessments and independent study to ensure that students document and grasp the content given.

Students will be able to demonstrate communication and critical thinking skills by acting out medical scenarios. This will prepare them for real life situations they will confront in a workplace environment.

Students will be offered the opportunity for “hands on” skills, training both in a laboratory, clinical and administrative setting to verify competency as an “entry level” Medical Assistant.

Instruction will be presented to meet the needs of the non-traditional student to achieve a positive outcome and meet all the required curriculum standards for training as an “entry level” Medical Assistant.

We will work to instill the qualities of professionalism, integrity and responsibility in our students to prepare them to be outstanding members of the Medical Assisting Profession.

## **Course Topics**

### **Introduction:**

The Profession of Medical Assisting Types of Practice  
Law & Ethics for the Health Care Professionals  
Anatomy & Physiology  
Medical Terminology  
Professional, Oral and Written Communication Skills  
Critical Thinking Skills & Problem Solving Skills

### **Clinical Procedures:**

Infection Control Procedures  
A sepsis Technique Procedures  
Laboratory Testing & Procedures  
Diagnostic Testing Procedures  
Patient Care Procedures  
Minor Surgical Procedures  
Pharmacology and Medication Administration Procedures  
CPR & First Aid Skills

### **Administration Procedures:**

Using and Maintaining Office Equipment and Supplies  
Correspondence and Mail  
Managing and Maintaining Medical Record Procedures  
Billing and Coding Procedures  
Medical Office Finance and Banking Procedures  
Telephone Triage Techniques & Scheduling

## **Course Expectations**

### **Academic Policy:**

Testing is for your own personal assessment and knowledge of materials presented in this course. You only do a disservice to yourself and ultimately the community if you choose to cheat. Because of the nature of our business, personal integrity and ethics in the health profession, Medical assisting holds a **ZERO** tolerance cheating policy. If you are caught cheating you will be terminated from the course.

### **Attendance Policy:**

A student may be dropped from the course for absences accumulated at/or in excess of a maximum of two unexcused absences and/or three unexcused tardies per term. You are considered absent five minutes after the bell rings. You are required by the state board of education have a minimum of 325 seating hours. You are required to clock in and out on the time clock and tally your time card bi-weekly according to military time. If you are going to be absent or tardy please notify your instructor immediately. Attendance is critical and will be the student's responsibility to adhere to the attendance policy. The student will need to make up any missed assignments and/or testing covered during his/her absence. We encourage any student to please consult instructor before considering dropping the class. We are committed to helping students achieve successful goals.

## **Student Expectations**

### **Required Immunizations and Screening Tests:**

Because of the nature of hands-on procedures each student will be responsible for completing all immunizations (Hepatitis B, Varicella, MMR, DTAP, two-step TB testing and Hepatitis B blood titer). The vaccinations are available at your primary care physician's office, at your local Health Department or Intermountain Work Med. All students are responsible for the cost incurred for the required testing.

### **Travel:**

Each student is responsible for his/her own transportation. A signed permission form will be required for all parking passes given. A Salt Lake District bus or van will be available to shuttle students from each high school to the Career and Technical Center each day if desired. Students will be required to provide their own transportation after class. During externship you may be required to travel outside the Salt Lake area. This is due to the high demand of externship spots in the local area. Students will be required to have reliable transportation to and from their externship placements.

**Visitors:**

No Visitors in the classroom

Exception: Health Fair students will be allowed to bring friends and or family to perform non-invasive clinical procedures.

**Hall Courtesy:**

You may be arriving or departing during regular classes at the Technical Center. Please do not disturb or be disruptive to the other classes that maybe in session. **(Please be respectful)**

**Course Materials****Medical Assisting Administration & Clinical Competencies 6<sup>th</sup> Edition**

Author: Lucille Keir, Barbara Wise, Connie Krebs, and Cathy Kelley-Arney.

Year: 2008 Purchase price- 73.50 ISBN-13: 978-1-4180-7252

**Medical Terminology for Health Professions 6<sup>th</sup> Edition**

Author: Ann Ehrlich, Carol L. Schroeder

Year: 2009 Purchase Price 75.00 ISBN-13: 978-1-4180-7252-0

**Course Supplies**

**Second Hand Watch (ASAP)**

**Three Ring Binder**

**Pens & Pencils**

**Notebook Paper**

**School Journal (Provided)**

**Hepatitis B Blood Titer**

**Scrubs**

**Index cards**

**Class fees**

**Pocket notebook**

**Stethoscope & Blood Pressure Cuff 20.00**

**Drug Test (Externship) 26.00**

**Class Fees**

HOSA membership \$20.00 required (State & Nationals)

CPR Card- \$5.00 & First Aid Card- \$5.00

HOSA Sweater (Optional) \$40.00

HOSA T-shirt \$10.00 (required for HOSA events)

Lab Fee- \$75.00

National Medical Assistant Certification Exam \$90.00

Hepatitis B Titer (Immediately)

Two-step TB Testing (Immediately)

Immunizations (Immediately)

Drug Test (Before entering Externship)

## **HOSA: Future Health Professions**

What is HOSA? HOSA is a student organization endorsed by the U.S. Department of Education and Health Science Technology Education Division of ACTE. HOSA's two-fold mission is to promote career opportunities in the health care industry and to embrace the delivery of quality health care to all people HOSA's goal is to encourage all future health professionals instructors and students to join and be actively involved in the HSTE-HOSA partnership. HOSA provides a unique program to leadership development, motivation, and recognition exclusively for secondary, post-secondary, adult and collegiate students enrolled in HSTE programs. HOSA is 100% healthcare!!

**All projects associated with HOSA are not apart of the grading curb. Projects are strictly on a volunteer basis, monetary expense to be determined by each project through out the year. HOSA is essential and beneficial for college scholarships. Students are responsible for any lodging and food expenses for fall leadership conference and HOSA Spring competition. CTE will pay for registration for both of these events for all students. Any student not attending spring competition will be given a make-up assignment for class credit and absence.**

### **Writing & Class Assignments:**

Instructor preference is computer generated written assignments. The open computer lab is available for student use. Essays are to be in an 8 ½ x 11 size paper. All class assignments are on the website and must be printed out, it is the student responsibility and handed in when assignments are due.

**(See website for more information)**

**In order to successfully complete the Medical Assisting course, the student's are responsible for the following:**

1. Adhere to the attendance policy
2. Complete all assignments; incomplete assignments will be given **NO CREDIT**.
3. Pass all written examinations, quizzes, assignments and projects with a minimum grade average of 80%.
4. Achieve quarterly grade and final course grade with average of 80%.
5. Required to complete a 160-hour externship in a clinical setting.

## Student Recognition

1. **Quarterly Outstanding Student:** Will be given to a student each quarter with the highest GPA (90%) or better, excellent attendance, initiative, participation in HOSA and positive attitude.
2. **Quarterly Attendance Award:** Will be given to the student with perfect attendance.
3. **Quarterly Citizenship Award:** Will be given to the student who's GPA has improved with each quarter
4. **Outstanding Senior Award:** Will be given to the student with an outstanding externship experience and participation in HOSA.
5. **Most Dedicated Student of the Year Award:** Will be given to the student attending every activity, project, actively participating, dedication and time toward all activities and events for HOSA.
6. **Valedictorian Award:** Will be given to the student with the highest GPA.

## **Grading and Evaluation: Term Grades**

Computer Examinations 10%  
Class Projects 5%  
Skills 10%  
Assignments 10%  
Homework 10%  
Participation 5%  
Externship 50%

### Grade Values

90-100%= A  
80-90%= B  
70-79%= C  
60-69%= D  
0-59%= No Grade

### **Grade Scale for Benchmark end of year examination:**

**Medical Terminology- 75%**  
**Anatomy & Physiology- 75%**  
**Medical Office Management- 75%**  
**Clinical & Laboratory Procedures- 75%**  
**Medical Assisting Class Website**

**[slcctemedicalassisting.weebly.com](http://slcctemedicalassisting.weebly.com)**

Parents and students can access the class syllabus; consent forms, events, assignments, lectures and much more. I encourage all students and parents to utilize class website as a great resource.

### **Online Grading Systems**

Student and parents can access grades through power school to monitor progress.

**[www.powerschool.slcschools.org](http://www.powerschool.slcschools.org)**

## Classroom Expectations

1. **Classroom Behavior:** Students are expected to conduct themselves as mature high school students as this is a college setting.
2. **Cell Phones: NO CELL PHONE DURING CLASS TIME.**
3. **Professional Behavior:** Includes honesty, dependability, integrity, respect for authority, no use of profanity, no vulgar actions, display courtesy and politeness to classmates and school personnel at all times.
4. **Dress Code:** Proper dress code sets the tone of the class and workplace atmosphere. Appearance should not disrupt classroom activity nor hinder other student's participation in class. Scrubs are mandatory during clinical and lab, closed toed shoes must be worn at all times; no sandals or flip-flop's allowed in clinical or lab area. A lab coat must be worn in the clinical and lab area at all times. No jewelry is preferred, long hair must be tied back, acrylic nail and dramatic hair colors are not allowed. This is also due to policies and procedures of OSHA and clinical externship sites.  
**(Be in scrubs before class no exceptions)**
5. **Independent Work Ethic:** Instructors are often involved one on one with students in various learning experiences. Students are expected to stay on task at all times.
6. **Classroom Equipment:** Students are responsible for all equipment, supplies and books assigned to them during the course of study. Any misuse will be the student's responsibility for any damages occurred.
7. **Work Area:** Each student is responsible for keeping a clean and orderly work area.
8. **Disruptions:** If any problems or issues occur they will be handled by administration.
9. **Break Time:** Students will be given two ten minute each hour at instructor's discretion.
10. **HOSA Meeting:** Will be held every Thursday's after school and attendance is required to have a successful outcome.
11. **Drug Testing:** Will be required for some externship placements and is at the cost of the student \$26.00(cost may change from year to year).
12. **Background Check:** May be required by some externship placements and is at the cost of the student (price varies).
13. **Immunizations:** Will be required for externship placement and is at the cost and time of the student. **(Immediately)**
14. **I-PODS-** Allowed only during study time.
15. **Open Door Policy:** We are here to discuss any problems or issues that you may be experiencing at anytime personal or professional. Anything discussed will be kept confidential. We take interest in each and every one of our students and want to help them succeed; it is our mission to create outstanding healthcare professionals!!

**NO LEAVING SCHOOL GROUNDS NO EXCEPTIONS!**

**I have read and understand the requirements and responsibilities in the Medical Assisting Course Syllabus**

**Student Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Part of the training your child is receiving in the Medical Assisting Course includes the administration of medications by injection; venipuncture, finger sticks and Intravenous placement, this is for the purpose of specimen collection, proceeded by passing of corresponding simulated procedures. Your child will need to demonstrate procedures on their classmates as well as being a recipient. There is a very small percentage (1 in 6,300) of phlebitis (inflammation of a vein).**

**All of the procedures performed in the Medical Assisting Course are in accordance to the standards stated by the Americans Association of Medical Assistants. All supplies and demonstrations will be under the personal supervision of the instructor's. Solution used for injections is sterile normal saline. Needles and syringes used for all procedures are sterile, prepackaged, disposable and equipped with safety devices.**

**To assist in the students learning about human anatomy; animal organ dissection will be preformed. Specifically we will dissect a cow eyeball, sheep brain, cow heart, cow lungs, suture pig's feet and chicken wings.**

**If you are unwilling to have your student participate in this portion of his/her training: (An alternate assignment will be given for student's unable to participate for credit)**

**I DO \_\_\_\_\_ I DO NOT \_\_\_\_\_ desire my student to participate in the above stated procedures.**

**Parent Signature \_\_\_\_\_ Date \_\_\_\_\_**