

Anne Arundel County Public Schools
Center of Applied Technology South
Medical Assistant Syllabus

Instructor: Mrs. Joyce Smith, R.N.

E-mail: jasmith1@aacps.org
jssmiles99@hotmail.com

Office: (410) 956-5900

Home: (410) 766-5467

Cell: (443) 867-0954

Course Number and Credits

Level 1 – T69000 –2 semesters

- 2 Elective (Medical Assistant/Applied Voc. Sc.) Credits

Course Description:

- Students learn the skills to run a physician's office from the time of opening to the time of closing. Students learn administrative skills for communicating with patients and staff, scheduling appointments, billing, insurance coding and claim filing, ordering supplies and maintaining office equipment
- Learn medical terminology necessary for communication with other healthcare professionals (earns college credit at AACCC).
- Learn how to perform basic lab tests, prepare patients for examinations, measure vital signs, infection control and aseptic techniques, measuring EKG's, how to educate patients and handling emergency situation (CPR certification).

Prerequisites:

- Junior or senior status
- Keyboarding (Q65000) should be satisfactorily completed or taken simultaneously. Students are expected to have a basic understanding of Windows as both Power Point and Word are used.

Texts:

Ramutkowski, Booth..., *Medical Assisting Administrative and Clinical Competencies, 3rd Edition.*

Simulation the Medical Office for Windows

Ann Erlich, *Medical Terminology for the Health Professional 3rd Edition.*

Grading:

Letter grades will be determined using a standard percentage point evaluation scale as described below.

A = 90 – 100% **B** = 80 – 89% **C** = 70 – 79%
D = 60 – 69% **E** = 0 – 59%

- The Medical Assistant final grades for the quarter will be computed on the following weighted chart:

Semester 1		Semester 2	
Tests	30%	Tests	25%
Quizzes	15%	Quizzes	10%
Daily Work	10%	Daily Work	10% -20%
Projects	20%	Projects	20%
Work Habits	25%	Clinical skills	10% (If Applicable)
		Work Habits	25%

- The Applied Science final grades for the quarter will be computed by the following formula:

Science grade = $\frac{1}{3}$ Medical Assistant theory + $\frac{2}{3}$ Shop/Skills development

- Each quarterly grade will count as 40% of the final semester grade. The final exam will count as 20% of the final semester grade.

Course Topics

- The Profession of Medical Assisting
- Types of Medical Practice
- Law and Ethics for the Healthcare Professional
- Medical Terminology and Communication
- Administrative Medical Assisting
 - Using and Maintaining Office Equipment and Supplies
 - Correspondence and Mail
 - Managing and Maintaining Medical Record
 - Telephone Techniques
 - Scheduling
 - Insurance Coding and Claims
 - Bookkeeping and Banking
 - Billing and Collections
 - Computerized Medical Office
- Clinical Medical Assisting
 - Infection Control Techniques and Asepsis
 - Interviewing for Medical History and Taking Measurements
 - Assisting with Examinations
 - Assisting with Minor Surgery

- Medical Emergencies
- Laboratory Techniques and Testing
- Drug Administration
- Electrocardiography

Materials/Uniforms/Equipment Needed:

- Pencils and black ink pens
- 3 ring binder (2-3" for Classwork, and ½" for Portfolio)
- Lined loose leaf notebook paper
- 5 Dividers (optional)
- 500 - 1000 index cards (3 x 5) – 1st Semester
- Colored pencils –24 colors recommended
- Flash drive (no more than 2G)
- SkillsUSA-VICA dues - \$15.00
- **Scrub type uniform** (Each student will be required to dress in uniform during class and shop) and white nursing type shoes.) - pants and top may be prints or colors as long as neat and clean, **school ID badge, watch with second hand, hair must be fastened behind neck.** Scrub jacket is optional. **2-3 uniforms are recommended.**

Teaching Methods used in Class:

1. Lectures: Important information from the text and outside resources will be covered during the one or two lectures per week. Students should plan to take careful notes during these discussions.
2. Computer Work: Some material will require the student to work independently or in pairs to complete work packets on the computer in class only. Students will be required to turn in printouts of this work upon completion of the Chapter. These items count as quiz grades.
3. Assignments: Problems, projects, case studies, review questions and readings will be assigned weekly to supplement the material in the text. All assignments will be made at the beginning of the Chapter and will be due at the end of each week.
4. Quizzes: There will be scheduled and unscheduled quizzes to assess student progress weekly.
5. Tests: Written tests will be given at the end of each unit. These may be open-book/note timed tests or they may require the student to apply the knowledge acquired during the unit of study.
6. Homework: Students will be required to read and/or complete a workbook assignment nightly. All assignments are due at the beginning of class on Friday. Late assignments drop 1 letter grade for each day late.
7. Portfolio: Each student will construct a professional-educational portfolio to present to potential employers upon completion of the program. This will include a set of goals, a resume, sample cover letter, Letter of Introduction, Writing samples and various other items to demonstrate the student's progress.

Classroom/Shop Policies:

1. Missed classes: If a student is absent, they should bring a note to the instructor from the parent/guardian stating the student's full name, reason for the absence and have a signature from the parent/guardian.
2. If a student misses class, **it is their responsibility to obtain and complete the missed assignments.** Any assignments not made up within 3 days will receive a zero grade. If the student is legally absent, credit will be given for the assignment. If the student is illegally absent, they may make up the assignment but will not receive credit for that assignment. The student may obtain the missing assignments from either classmates or the instructor. **All absences will be reflected on the report card and work habits.**
3. **Assignments turned in late will be dropped 1 letter grade for each day that that assignment is late.**
4. Excessive absence is considered six or more days of school in a semester. Students may attend after school Fundamentals Program to make up the time missed. If you return to CAT-South for make-up time you will need either a bus pass or a temporary parking pass.
5. All students are training to become medical professionals and are expected to act in a mature, responsible manner. Cell phone and texting will not be tolerated in class and will result in the removal of the item by the instructor. Parents will need to come to the school to reclaim the phone.
6. Uniforms are required during class. Work habit grade is assessed daily for professional appearance and points will be deducted for not wearing a uniform, watch, ID badge, or required shoes. Students may wear a **white turtleneck** under the uniform or a scrub jacket if the weather is cold.
7. Forgery, cheating and plagiarism are serious offenses and may result in a Referral, parent notification, detention, suspension, or alternative schooling. Cheating consists of giving another student answers as well as copying answers. If this occurs on homework, quizzes or tests in the classroom, both students will receive a zero on the assignment.

Class Rules:

1. Respect yourself
2. Respect others
3. Respect property

Award Possibilities:

1. **Outstanding Student Award** – given quarterly to the student with the highest grade point average (90 or better), good attendance, initiative, participation in SkillsUSA-VICA, and positive attitude.
2. **Citizenship Award** – given quarterly to the student with the most improvement (GPA of 70 or better), participation in SkillsUSA-VICA, positive attitude and behavior.
3. **Attendance Award** – given quarterly to students with no absences.
4. **Outstanding Senior Award** – given to the Senior Career Completer with the highest grade point average, work experience and participation in SkillsUSA-VICA

5. **Student of the Marking Period** – Student nominated to guidance and awarded through the Guidance Department

All students are required to provide a copy of their immunization record to the Health Occupation Program within one month of the start of classes.

Please share this information with your Parent/Guardian. Sign and return to Mrs. Smith by September 3, 2010.

Please have you parent/guardian also sign the form.

I have read all of the Guidelines in the Medical Assistant Syllabus and understand them. I will abide by all of the regulations set forth in this document.

Student Signature/Date

Parent/Guardian Signature/Date