

MA-1403: BASIC CLINICAL MEDICAL ASSISTING

Cuyahoga Community College

Viewing: MA-1403 : Basic Clinical Medical Assisting

Board of Trustees:

November 2020

Academic Term:

Fall 2021

Subject Code

MA - Medical Assisting

Course Number:

1403

Title:

Basic Clinical Medical Assisting

Catalog Description:

Discuss theory of fundamental clinical procedures in physicians' offices and related ambulatory care settings. Provide patient communication focusing on diverse populations and special needs. Theory and practice of pharmacology and pharmacology math associated with the ambulatory setting. Completion of course requires five mandatory hours outside class time in the Preventive Care Center under supervision of faculty and staff.

Credit Hour(s):

1

Lecture Hour(s):

1

Requisites

Prerequisite and Corequisite

ENG-1010 College Composition I, or ENG-101H Honors College Composition I; and MATH-0955 Beginning Algebra or appropriate math placement score; and MA-1010 Introduction to Medical Terminology or MA-1020 Medical Terminology I; and concurrent enrollment in MA-140L Basic Clinical Medical Assisting Lab, and departmental approval: admission to Medical Assisting program.

Outcomes

Course Outcome(s):

Discuss theory of fundamental clinical procedures in physicians' offices and related ambulatory care settings.

Objective(s):

1. Discuss legal scope of practice for medical assistants.
2. Explore issue of confidentiality as it applies to the medical assistant.
3. Analyze charts, graphs, and/or tables in the interpretation of healthcare results.
4. Define asepsis.
5. Describe the implications of HIPAA for the medical assistant in various medical settings.
6. Discuss infection control procedures.
7. Describe basic principles of first aid.
8. Match types of personal protective equipment.
9. Differentiate between medical and surgical asepsis used in ambulatory care settings, identifying when each is appropriate.
10. Discuss critical elements of an emergency plan for response to a natural disaster or other emergency.
11. Discuss potential role(s) of the medical assistant in emergency preparedness.
12. Describe various types of content maintained in a patient's medical record.
13. Identify types of records common to the healthcare setting.
14. Describe the process to follow if an error is made in patient care.

15. Summarize the Patient's Bill of Rights.
16. Identify emergency preparedness plans in your community.

Course Outcome(s):

Discuss theory of patient communication focusing on diverse populations and special needs.

Objective(s):

1. Identify styles and types of verbal communication.
2. Identify nonverbal communication.
3. Recognize communication barriers.
4. Identify techniques for overcoming communication barriers.
5. Differentiate between subjective and objective information.
6. Identify resources and adaptations that are required based on individual needs: culture and environment, developmental life stage, language, and physical threats to communication.

Course Outcome(s):

Identify, apply the concepts and applications of pharmacology and pharmacology math associated with the ambulatory setting.

Objective(s):

1. Demonstrate the knowledge of basic math computations.
2. Apply mathematical computations to solve equations.
3. Identify measurement systems.
4. Define basic units of measurement in metric, apothecary and household systems.
5. Convert among measurement systems.
6. Identify both abbreviations and symbols used in calculating medication dosages.
7. Identify the classifications of medications, including desired effects, side effects and adverse reactions.

Methods of Evaluation:

1. Tests
2. Quizzes
3. Written assignments
4. Final examination
5. Role plays

Course Content Outline:

1. Theory of the care and preparation of the examination room
 - a. Exam tables in regard to functions
 - b. When and how to remove equipment used in the exam room
 - c. Cleaning and disinfecting of the exam room
 - d. Restocking the exam room
2. Theory of the physical examination including:
 - a. Positions and draping
 - b. Methods of physical examination
 - c. Role of the medical assistant during the physical examination
 - d. Vital signs
 - e. Cultural diversity concepts
3. Theory of assisting patients with special needs
4. Basic principles of patient education
 - a. How to build a patient education packet
 - b. An educational program for a patient
5. Patient triage techniques
 - a. Office emergencies
 - b. First Aid
6. Theory of sanitation, disinfection, sterilization and asepsis
 - a. Differences between sanitation, disinfection, sterilization and asepsis
 - b. When to use sanitation vs disinfection

- c. When to use sterilization
- d. When to use asepsis
- 7. Injection theory
 - a. Intramuscular
 - b. Intradermal
 - c. Subcutaneous
 - d. Z-track
- 8. Pharmacology
 - a. Routes
 - b. Classifications
 - c. Patient Rights
 - d. Calculations
 - e. Effects
 - f. Side Effects
 - g. Contraindications

Resources

Proctor, Deborah B and Alexandra P. Adams. *Kinn's The Medical Assistant; An Applied Learning Approach*. 12th ed. St. Louis: Elsevier, 2014.

Proctor, Deborah B and Alexandra P. Adams. *Kinn's The Medical Assistant; An Applied Learning Approach. Study Guide*. {ts '2013-12-31 00:00:00'}.

Booth, Kathryn A., Leesa G. Whicker, Terri D. Wyman, and Sandra Moaney Wright. *Administrative and Clinical Procedures with Anatomy and Physiology*. 5th ed. McGraw-Hill, 2013.

Booth, Kathryn A., Leesa G. Whicker, Terri D. Wyman, and Sandra Moaney Wright. *Medical Assisting Administrative and Clinical Procedures with Anatomy and Physiology*. 5th ed. McGraw Hill, 2013.

Beaman, Fleming-McPhillips, Routh, Gohsman, and Reagam. *Pearson's Comprehensive Medical Assisting Administrative and Clinical Competencies*. 4th ed. Pearson/Prentice Hall, 2017.

Keir, Lucille, Barbara Wise, Connie Krebs, and Cathy Kelley-Arney. *Medical Assisting Administrative and Clinical Competencies*. 8th ed. Thomson/Delmar, 2017.

Taber's Cyclopedic Medical Dictionary. 23rd ed. FA Davis, 2017.

Frazier, Margaret Schell Frazier and Jeanette Wist Drzymkowski. *Essentials of Human Diseases and Conditions*. 6th ed. Saunders/Elsevier, 2015.

Resources Other

- Booth, Kathryn A., Leesa G. Whicker, Terri D. Wyman, and Sandra Moaney Wright. *Medical Assisting Administrative and Clinical Procedures with Anatomy and Physiology*. 5th edition. McGraw Hill- publisher, 2013.
- Beaman, Fleming-McPhillips, Routh, Gohsman, and Reagam. *Pearson's Comprehensive Medical Assisting Administrative and Clinical Competencies*. 4th ed. Pearson/Prentice Hall publisher, 2017.
- Keir, Lucille, Barbara Wise, Connie Krebs, and Cathy Kelley-Arney. *Medical Assisting Administrative and Clinical Competencies*. 8th ed. Thomson/Delmar publisher, 2017.
- *Taber's Cyclopedic Medical Dictionary*; 23rd Edition, FA Davis publisher, 2017.
- Frazier, Margaret Schell Frazier and Jeanette Wist Drzymkowski. *Essentials of Human Diseases and Conditions*. 6th Ed. Saunders/Elsevier publisher, 2015.

Instructional Services

CTAN Number:

Career Technical Assurance Guide CTMAT008 (1 of 2 courses, both must be taken)

Top of page

Key: 4845