

MA-2861: MEDICAL ASSISTING PRACTICUM AND SEMINAR

Cuyahoga Community College

Viewing: MA-2861 : Medical Assisting Practicum and Seminar

Board of Trustees:

June 2024

Academic Term:

Fall 2024

Subject Code

MA - Medical Assisting

Course Number:

2861

Title:

Medical Assisting Practicum and Seminar

Catalog Description:

Capstone course in Medical Assisting. Supervised clinical experience in a physician's office, clinic or family practice center. Students perform duties of a medical assistant while rotating through administrative and clinical areas of a physician's office, clinic or family practice center.

Discussion of principles, procedures, and practical application of administrative, clinical and special medical assisting procedures. Opportunity to compare and contrast practices in various clinical settings.

Credit Hour(s):

2

Lecture Hour(s):

0

Lab Hour(s):

0

Other Hour(s):

175

Other Hour Details:

Practicum: 160 practicum hours at an approved clinical site per semester plus 15 hours of seminar.

Requisites

Prerequisite and Corequisite

MA-1503 Medical Office Procedures, and concurrent enrollment in MA-2413 Advanced Clinical Medical Assisting.

Outcomes

Course Outcome(s):

Perform at entry-level competency as a Medical Assistant in the physician's office or other suitable medical facility through broad exposure to the principles and procedures of the medical office.

Objective(s):

1. Demonstrate integrity, professional conduct, and a sense of responsibility.
2. Demonstrate how to communicate and use interpersonal skills effectively.
3. Display professionalism by behaving legally and ethically.
4. Perform administrative duties accurately.
5. Demonstrate knowledge of pharmaceutical principles and administer medications appropriately.
6. Prepare, assist, and follow up after patient examinations and treatment.
7. Properly collect specimens and perform basic office diagnostic procedures.

8. Demonstrate the fundamentals of microbial control, and how to use aseptic techniques and CDC guidelines for universal precautions.
9. Provide patient instruction.
10. Recognize and respond to emergencies.

Course Outcome(s):

Describe the appropriate soft skills and functions of a professional entry-level medical assistant in the medical office.

Objective(s):

1. Discuss professional characteristics.
2. Discuss the principles involved in the performance of the administrative and clinical duties of the medical assistant.
3. Discuss how to facilitate the smooth and efficient flow of work in the physician's office or other setting.
4. Discuss the ability to work with others compatibly.
5. Discuss the principles of good medical ethics and awareness of medical-legal aspects of health care.
6. Develop an awareness of variations in procedures, which are correct but not "textbook" examples.
7. Compare and contrast the functioning of different specialty offices.

Methods of Evaluation:

1. Student performance evaluation
2. Discussion participation

Course Content Outline:

1. Administrative duties
 - a. Office clerical functions
 - b. Electronic health records
2. Clinical duties
 - a. Patient care
 - b. Laboratory Testing
3. Medical Assisting Discussion Topics
 - a. Differences in medical specialties
 - b. Soft skills
 - c. Office politics
4. Professionalism

Resources

Brigitte Niedzwieki and Julie Pepper. (2023) (January 23, 2023) *Kinn's The Medical Assistant*, St. Louis: Elsevier.

Michelle Blesi. (2021) *Medical Assisting: Administrative and Clinical Competencies*, Cengage.

Kimberly Bender. *Succeeding in the Practicum: A preparation guide for medical assiting and allied health care*. 3rd. Boston: Pearson, 2020.
