

# Medical Assistant: Program Outline

## Program Goal

To provide students with the concepts and skills to gain employment in an outpatient setting. Students will be prepared to perform administrative and clinical duties under the direction of a physician, mid-level provider, or licensed nurse.

Program Outcomes	Courses	Evidence of Learning
Explain the role, responsibilities, scope of practice, standards of care, and credentials of medical assistants	HIT100: Introduction to Allied Health	Multiple-choice lesson exams
	ALH028: Law, Ethics, and Confidentiality in Allied Health	Multiple-choice lesson exams, research project
	MAS210: Clinical Procedures 1	Multiple-choice lesson exams, graded projects
	MAS211: Clinical Procedures 2	Multiple-choice lesson exams, graded projects
Using correct terminology, differentiate among the structures and their functions within the six levels of structural organization of the human body	ALH016: Body Systems and Medical Terminology 1	Multiple-choice lesson exams
	ALH017: Body Systems and Medical Terminology 2	Multiple-choice lesson exams
Identify etiology, processes, symptoms, and treatments for common diseases	ALH021: Pathology and Pharmacology	Multiple-choice lesson exams
Apply ethical standards and legal responsibilities, including those related to the confidentiality of personal health information, to patient care	ALH028: Law, Ethics, and Confidentiality in Allied Health	Multiple-choice lesson exams, research project
	HIT130: Electronic Medical Records	Multiple-choice lesson exams, final exam, final graded project
Describe basic medical administrative tasks using electronic medical record software	ALH029: Medical Billing and Health Insurance	Multiple-choice lesson exams
	HIT130: Electronic Medical Records	Multiple-choice lesson exams, final exam, final graded project
Perform clinical and laboratory procedures applicable to the role of a medical assistant in medical office and laboratory settings	ALH021: Pathology and Pharmacology	Multiple-choice lesson exams
	MAS210: Clinical Procedures 1	Multiple-choice lesson exams, graded projects
	MAS211: Clinical Procedures 2	Multiple-choice lesson exams, graded projects

Program Outcomes	Courses	Evidence of Learning
Perform administrative duties applicable to the role of a medical assistant in medical office and laboratory settings	ALH028: Law, Ethics, and Confidentiality in Allied Health	Multiple-choice lesson exams, research project
	HIT130: Electronic Medical Records	Multiple-choice lesson exams, final exam, final graded project

## Program Structure

### HIT100: Introduction to Allied Health

Lesson 1	Starting Your Program
Lesson 2	Succeeding in Your Healthcare Career

### ALH016: Body Systems and Medical Terminology 1

Lesson 3	Introduction to Medical Terminology
Lesson 4	Cardiovascular and Hematologic Systems
Lesson 5	Respiratory and Endocrine Systems
Lesson 6	Gastrointestinal, Urinary, and Reproductive Systems

### ALH017: Body Systems and Medical Terminology 2

Lesson 7	Integumentary and Musculoskeletal Systems
Lesson 8	Sensory Organs and Nervous System
Lesson 9	Immune System, HIV, and Cancer

### ALH021: Pathology and Pharmacology

Lesson 10	Introduction to Pharmacology
Lesson 11	Pharmacology
Lesson 12	Introduction to Pathology
Lesson 13	Pathology

### HIT130: Electronic Medical Records

Lesson 14	Administrative Use of the EHR
Lesson 15	Clinical Use of the EHR
Lesson 16	Billing
Lesson 17	Electronic Medical Records Final Examination
Lesson 18	Electronic Medical Records Graded Project
Software	<i>Medical Office Simulation Software (MOSS)</i>
Software	<i>EHR Go</i>

### **ALH029: Medical Billing and Health Insurance**

Lesson 19	Reimbursement Methodologies
Lesson 20	Comprehensive Health Insurance

### **ALH028: Law, Ethics, and Confidentiality in Allied Health**

Lesson 21	Law in Allied Health
Lesson 22	Ethics in Allied Health
Lesson 23	Confidentiality in Allied Health

### **MAS210: Clinical Procedures 1**

Lesson 24	Clinical Medical Assisting
Lesson 25	Patient Interactions in a Clinical Setting
Lesson 26	Infection Control and Medical Asepsis
Lesson 27	Assisting with Clinical Assessments and Examinations
Lesson 28	Clinical Procedures 1 Labs
Lesson 29	Clinical Procedures 1 Simulation Labs
Equipment	<i>Clinical Procedures Lab Kit</i>
Software	<i>SIMTICS Simulation Software</i>
Digital textbook	<i>Kinn's Clinical Medical Assistant</i>

### **MAS211: Clinical Procedures 2**

Lesson 30	Essential Diagnostic Procedures
Lesson 31	Diagnostic Procedures Related to Urine and Other Specimens
Lesson 32	Diagnostic Procedures Related to Blood
Lesson 33	Assisting with Medications and Interventions
Lesson 34	Clinical Procedures 2 Labs
Lesson 35	Clinical Procedures 2 Simulation Labs
Lesson 36	Completing Your Program
Equipment	<i>Clinical Procedures Lab Kit</i>
Equipment	<i>Apprentice Doctor</i>
Software	<i>SIMTICS Simulation Software</i>
Digital textbook	<i>Kinn's Clinical Medical Assistant</i>

## Course Descriptions and Objectives

### **HIT100: Introduction to Allied Health**

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful. You'll then learn about the healthcare professions involved in the United States healthcare system. You'll learn about their common tasks, where they typically work, and how each role contributes to the patient experience. You'll then discover the hard and soft skills required across different healthcare professional roles. The course ends with an overview of the United States healthcare system. You'll examine the different levels of patient care, the differences between public and private healthcare, how facilities bill for services, and how laws and regulations govern healthcare practices.

By the end of this course, you'll be able to:

- Identify skills needed to be a confident and independent online learner
- Explain the standard knowledge and skills required in healthcare careers

### **ALH016: Body Systems and Medical Terminology 1**

This course will familiarize you with various body systems including medical terms, structures, functions, diseases, disorders, and treatments. You'll also learn drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders.

By the end of this course, you'll be able to:

- Define medical terms and regions and structures of the body by analyzing medical terms
- Identify the anatomy, physiology, diseases, and treatments of the cardiovascular and hematologic systems
- Identify the anatomy, physiology, diseases, and treatments of the respiratory and endocrine systems
- Identify the anatomy, physiology, diseases, and treatments of the gastrointestinal, urinary, and reproductive systems

### **ALH017: Body Systems and Medical Terminology 2**

This course is a continuation of Body Systems and Medical Terminology 1. You'll continue to learn about various body systems, drug delivery systems, drug administration routes, drug classifications, and commonly used medications for various organ system disorders. You'll also learn basic medication calculations, storage, how to assist patients with administration, and proper documentation.

By the end of this course, you'll be able to:

- Identify the anatomy, physiology, and diseases and treatments of the integumentary and musculoskeletal systems
- Identify the anatomy, physiology, and diseases and treatments of the sensory and nervous systems
- Identify the anatomy, physiology, and diseases and treatments of the immune system

### **ALH021: Pathology and Pharmacology**

This course describes healthcare professionals who can identify the four subdivisions of pharmacology and different

drug classifications, including vitamins and minerals. Pathology and Pharmacology will also prepare you to explain the causes of infectious disease and techniques used to stop its spread. Finally, you'll review the basic etiology of common diseases and conditions.

By the end of this course, you'll be able to:

- Describe four subdivisions of pharmacology: pharmacodynamics, pharmacokinetics, pharmacotherapeutics, and toxicology
- Identify different drug classifications, including vitamins and minerals, which a patient may take for a variety of health conditions
- Explain causes of infection, disease, and techniques used to stop the spread of infectious disease
- Explain basic etiology of common diseases and conditions

### **HIT130: Electronic Medical Records**

This course is designed to help you understand the reimbursement process and the various methodologies involved. You'll be introduced to billing cycles and how health information technology is used in medical offices, and learn about basic accounting transaction terminology and apply this information to enter patient charges and payments.

By the end of this course, you'll be able to:

- Describe the contents of the Electronic Health Record and security, privacy, and confidentiality practices associated with medical records.
- Explain the administrative and clinical roles in the medical office and functions within the EHR that are utilized routinely in these roles.
- Describe the billing and reimbursement process
- Complete simulated health records in practice electronic health record software

### **ALH029: Medical Billing and Health Insurance**

This course introduces the reimbursement process and the various methodologies involved, such as fee-for-service and episode-of-care methodologies. The course also covers important information regarding payment systems, fee schedules, chargemasters, coding, and the internal audit process. The course also explains the fundamentals of health insurance and types of health insurance.

By the end of this course, you'll be able to:

- Discuss various reimbursement methodologies and payment systems
- Define health insurance

### **ALH028: Law, Ethics, and Confidentiality in Allied Health**

In this course, you'll learn how law affects healthcare practitioners, the origin of law that affects medical professionals, the basics of the process of litigation and its alternatives, the common-law basis for the confidentiality of healthcare information, and the laws regulating healthcare information collected and maintained by government agencies.

By the end of this course, you'll be able to:

- Interpret civil and criminal laws related to healthcare
- Assess ethical issues healthcare professionals face today
- Analyze confidentiality laws and regulations

### MAS210: Clinical Procedures 1

This course will provide you with the theoretical principles and clinical skills that are essential to working as a medical assistant. You'll begin by familiarizing yourself with the expectations for medical assistants working in a clinical setting. You'll gain an understanding of how to interact with patients, conduct assessments, and maintain an infection-free workplace. Throughout the course, you'll complete a variety of clinical labs that will allow you to apply what you've learned to real-life scenarios you'll encounter as a medical assistant. You'll practice assisting with assessments, obtaining vital signs, preparing for minor procedures, and demonstrating effective aseptic handwashing and sterile techniques.

By the end of this course, you'll be able to:

- Describe the expectations and procedures related to professionalism, customer service, and emergency responses in a healthcare setting.
- Summarize the role of the medical assistant as a patient care coordinator.
- Identify and execute the necessary precautions for maintaining an infection-free workplace.
- Explain how to conduct a patient assessment that includes taking vital signs.

### MAS211: Clinical Procedures 2

In this course, you'll continue learning about essential clinical skills for medical assistants. You'll begin by exploring various diagnostic procedures that you'll encounter in a clinical setting. You'll gain an understanding of diagnostic procedures related to urine, blood, and other specimens. Then, you'll examine the medical assistant's role in treatment, including assisting with medication administration and interventions. Throughout the course, you'll complete a variety of clinical labs that will allow you to apply what you've learned to real life scenarios you'll encounter as a medical assistant. You'll practice assisting with diagnostic procedures and administering various types of medication.

By the end of this course, you'll be able to:

- Compare the essential diagnostic procedures and the skills needed to perform them
- Categorize the procedures used when urine and other specimens
- Identify diagnostic procedures related to blood and how to perform them
- Summarize how to calculate and administer medications

**Note:** The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.