

SECTION I

SUBJECT AREA & COURSE NUMBER: Medical Assisting MED*280

COURSE TITLE: Medical Assisting Externship

CATALOG COURSE DESCRIPTION

This course will provide the student with work experience in a physician's office, hospital, or other approved site under the supervision and control of the College, overseen by a designated site supervisor. Weekly seminars are conducted to review the work experience and prepare for national certification as an RMA, CMA, and/or CMAS. This course requires three lecture hours and one laboratory hour per week.

LECTURE HOURS PER WEEK: 3 CREDIT HOURS: 4

PREREQUISITE: Red Cross/American Heart Association certification in Cardiopulmonary Resuscitation (CPR) and First Aid; and successful completion of all required coursework within certificate or degree program.

SECTION II

A. SCOPE

Course content will include the following:

1. Demonstration of professional characteristics
2. Clear and effective communication skills
3. Entry-level competency in performing administrative duties
4. Entry-level competency in performing clinical duties
5. Application of legal concepts to health care practice
6. Providing patient instruction
7. Participation in operational functions

B. REQUIRED WORK

Completion of a minimum 160 hours at a one-site placement or during a rotation of site placements; equal time is given to observation and practice experiences in the performance of clinical duties and administrative duties within the scope of the profession of medical assisting.

Formal daily journal in which student records work and training experiences.

Completion of cover letter and accompanying resume.

C. ATTENDANCE AND PARTICIPATION

Regular attendance and class participation are expected.

D. METHODS OF INSTRUCTION

As determined by site supervisor and externship coordinator, will include instructions given noting office and procedure policy of site, classroom discussion, group practice, audio-visual tapes, and guest speakers.

E. OBJECTIVES, OUTCOMES, and ASSESSMENT

The following objectives and outcomes represent the department’s core requirements for student achievement:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of:	Student should be observed by and/or engage the student as an active participant in the following:	As measured by:
professionalism	wear proper attire maintain good attendance & follow procedure manual for absenteeism maintain a good positive attitude	1.criteria outlined in mid-point evaluation tool by site personnel 2.criteria outlined in evaluation tool used for site visit by externship coordinator 3.criteria outlined in final evaluation tool by site supervisor & externship coordinator 4.achievement of passing grade, minimum of “C” required
communication skills	<u>fulfill any written skill requirements:</u> proper documentation <u>display use of proper verbal language:</u> patient reception, physician interaction, staff interaction, interviewing & taking patient history, use of medical terminology, telephone technique, message writing, instructing patients with special needs	same as above
administrative duties	appointment scheduling, maintain medical records, medical transcription, computer applications, patient registration, basic bookkeeping/accounting, ICD, CPT coding, medical record filing, medical record maintenance , patient billing, insurance billing, insurance claim processing, obtaining/creating referrals, obtaining/creating certifications, proper release of patient information	same as above
clinical duties	perform routine lab procedures, CLIA knowledge & use, use aseptic technique, OSHA knowledge & use, capillary & venipuncture, test result chart documentation, assist with patient exams, perform vital signs, perform EKGs, sterilization techniques, proper specimen handling, routine urinalysis, patient preparation for exams/procedures	same as above
legal concepts	apply to scope of practice, use proper documentation, perform within legal and ethical boundaries	same as above
provide patient instruction	perform patient instruction, adhere to office policies & procedures	same as above
participate in operational functions	maintain waiting room environment, inventory & stock exam rooms, maintain medical office safety	same as above

F. REQUIRED TEXTS AND SUPPLIES: Uniform, name tag
MA Notes, Medical Assistants Pocket Guide, Brassington and Goretti, 2nd Edition

G. REQUIRED INFORMATION TECHNOLOGY: None Needed