

Intro to Medical Assisting

TEMA1010 301

Course Description

The Introduction to Medical Assisting course provides an overview of healthcare professions and their roles in the healthcare environment. Students will be guided through legal concepts and ethical issues in healthcare, comparing moral issues and professional and personal ethics. Foundational principles of professional interpersonal communication will be discussed.

Course Student Learning Outcomes

- Describe allied health professionals, their various scopes of practice, and their roles as a member in the healthcare industry.
- Apply legal and ethical standards in healthcare.
- Demonstrate workplace professionalism and communication.

Transfer/Certification/Licensure/Employment Information

An SLCC Certificate is earned after successfully completing all the courses within the program (the entire training program). This type of certificate provides evidence to employers that a level of competence has been achieved.

Additionally, students take the tests for industry-standard certificates when completing specific courses intended to prepare students for those certificates (e.g., CPR, First Aid, etc.).

A national certification test must be taken before completing the Clinical Medical Assisting program, typically during the externship. Students may complete any of 3 certifications through the NHA, NCCT, or AMT. Please speak with your instructor to learn about the differences and costs associated with each.

Communication Plan

- Instructors are open and available to help you in the classroom for face-to-face interaction, through college email or Canvas comments and messaging, Zoom, and telephone as posted within the syllabus and the 'Home Page' in Canvas including the 'Communications Statement' (with exception of holidays and campus closures). Feel free to reach out to us!
- I will respond to email within 48 hours. The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.
- In this course I will be posting interactive announcements which will offer specific opportunities for class questions and participation in activities.

Keys for Success (how to succeed in the course)

Communication:

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Clothing/Lab Dress Code:

Scrubs may be worn in the classroom, and are required in the lab area and for externship (some externship facilities have specific requirements eg. U of U Red, Black, or Navy Blue scrubs only). A disposable lab coat may be provided for use over street

clothes if scrubs are not worn for lab and clinical skills. Closed-toe shoes are also required in the laboratory/clinical setting areas when practicing skills.

Food and Drinks:

There will be no food or drinks allowed in the computer or lab area of the classroom. A 'Break Room' with a microwave and refrigerator is available for student use.

Cellular Phone Usage:

Cellular phones will be turned to silent mode, or if they do not have a silent option, they will be turned off while in the classroom. Any phone conversation must be made outside the classroom to avoid disrupting others. Phones are not allowed at the testing stations.

Classroom Safety:

An emergency guideline and evacuation route are posted in the classroom. As you progress through the program, you will learn OSHA safety standards in a medical setting. There is a binder with Material Safety Data Sheets located in the classroom to use as a reference for an incident involving hazardous materials. Please be aware of the location of these safety guidelines.

Student Responsibilities:

All students are accountable for the following:

1. Stay engaged and on task (read, watch videos, listen, take notes, ask questions, complete assignments, schedule, and complete skills)
2. Log into the LMS (Canvas - the College's learning management system) for course materials, presentations, and examinations.
3. Follow the instructor's directions AT ALL TIMES.
4. Ask the instructor for assistance after FIRST having attempted to resolve the problem themselves.

5. Complete 12-24 hours of coursework each week for on-time course completion (based on part-time vs full-time enrollment status).

Required Text or Materials

Title: Kinn's the Medical Assistant

ISBN: 9780323871167

Authors: Brigitte Niedzwiecki, Brigitte Niedzwiecki, RN, MSN, RMA, Julie Pepper, Julie Pepper, BS, CMA (AAMA)

Publisher: Elsevier

Edition: 15th

Title: Study Guide and Procedure Checklist Manual for Kinn's the Medical Assistant

ISBN: 9780323874243

Authors: Brigitte Niedzwiecki, Brigitte Niedzwiecki, MSN, RN, RMA, Julie Pepper, Julie Pepper, BS, CMA (AAMA)

Publisher: Elsevier

Edition: 15th

Title: SimChart for the Medical Office: Learning the Medical Office Workflow - 2023 Edition

ISBN: 9780443108839

Authors: Elsevier

Publisher: Elsevier

Edition: 2023 or earlier edition

For more information on textbook accessibility, contact Accessibility & Disability Services at ads@slcc.edu.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
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Due Date	Assignment Name	Assignment Type	Points
	Case Studies	Assignment	
	Chapter 1 Study Guide	Assignment	20
	Chapter 2 Study Guide	Assignment	20
	Chapter 3 Study Guide	Assignment	20
	Chapter 4 Study Guide	Assignment	20
	Chapter 5 Study Guide	Assignment	20
	Cultural Diversity Assignment	Assignment	12
	Ethics Summative Performance Assessment	Assignment	10
	Healthcare Professionalism Spelling Test	Quiz	10
	HIPAA Training Program	Assignment	100
	Implicit Bias Assignment	Assignment	100
	Incident Report - Employee	Assignment	12
	Introduce Yourself	Discussion	0
	Introduce Yourself	Discussion	0

Due Date	Assignment Name	Assignment Type	Points
	Introduction Test	Quiz	20
	Kinn's Chapter 1 Practice Quiz	Quiz	20
	Kinn's Chapter 2 Practice Quiz	Quiz	20
	Kinn's Chapter 3 Practice Quiz	Quiz	20
	Kinn's Chapter 4 Practice Quiz	Quiz	20
	Kinn's Chapter 5 Practice Quiz	Quiz	20
	Medicine and Law Spelling Test	Quiz	100
	Procedure 3.1: Apply the Patient's Bill of Rights Assignment	Assignment	6
	Procedure 3.2: Scope of Practice Assignment	Assignment	100
	Procedure 4.1 - Protecting a Patient's Privacy	Assignment	6
	Procedure 4.2: Completing a Release of Record Form for a Release of Information	Assignment	3

Due Date	Assignment Name	Assignment Type	Points
	Procedure 4.3 Perform Disease Reporting.	Assignment	3
	Procedure 4.4 Report Illegal Activity	Assignment	4
	Procedure 4.5 Complete Incident Report	Assignment	3
	Procedure 5.1: Developing an Ethics Separation Plan	Assignment	10
	Professionalism in the Workplace	Assignment	100
	Psychology Spelling Test	Quiz	10
	Summative Objective Assessment 1A	Quiz	100
	Summative Objective Assessment 2A	Quiz	100
	Summative Performance Assessment	Assignment	12
	Vaccinations and Background Check	Assignment	160

Brief Description of Assignments/Exams

- Module 1-Healthcare Foundations and Professionalism
- Module 2-Communication and Cultural Sensitivity

- Module 3-Legal Principles
- Module 4-Medicine and Law
- Module 5-Ethical Behaviors

Grading Scale

Percentage	Letter Grade
93-100	A
90-92	A-
86-89	B+
83-85	B
80-82	B-
76-79	C+
73-75	C
70-72	C-
66-69	D+
63-65	D
60-62	D-
59 or below	E

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)