

3/28/2025

DATE



REQUIRED COURSE



ELECTIVE COURSE

AHD DIVISION



NEW COURSE



REVISION

# Lake Land College

## Course Information Form

<b>COURSE NUMBER:</b>	MAP-082		<b>TITLE: (30 Characters Max)</b>		Med Assist Skills II								
<b>SEM CR HRS:</b>	5.0	<b>Lecture:</b>	3.0	<b>Lab:</b>	4.0	<b>ICCB Lab:</b>	4.0	<b>ECH:</b>	7.0				
<b>Course Level:</b>	<input type="checkbox"/> Gen Ed / IAI <input type="checkbox"/> Baccalaureate /Non-IAI			<input checked="" type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit		<b>Clinical Practicum:</b>	0.0	<b>Work-based Learning:</b>	0.0	<b>WBL ECH:</b>	0.0		
<b>Course PCS &amp; CIP:</b>	12 - 51.0801		<b>IAI Code:</b>		N/A		<b>Contact Hours (Minutes/Week)</b>						
<b>Repeatable (Y/N):</b>	N	<b>Pass/Fail (Y/N):</b>	N	<b>Variable Credit (Y/N):</b>	N	<b>Min:</b>		<b>Max:</b>		<b>16 Wks</b>	350	<b>8 Wks</b>	700
<b>Prerequisites:</b>	Successful completion of MAP 070, MAP 072, MAP 074 and MAP-078 with a "C" or better												
<b>Corequisites:</b>	None												
<b>Catalog Description: (40 Word Limit)</b>	This course continues to prepare students for basic medical office practice through examination and treatment of the patient throughout the lifespan, including diagnostic imaging, laboratory and electrocardiography procedures and skills.												

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
Diagnostic imaging procedures	2	0		
Introduction to clinical laboratory procedures	4	4		
Blood specimen collection	10	16		
Urinalysis	3	4		
Specimen collection and processing	7	14		
Electrocardiography	10	16		
Medical office emergency procedures	9	6		
<b>TOTAL</b>	<b>45</b>	<b>60</b>	<b>0</b>	<b>0</b>

EVALUATION			
<b>QUIZZES</b>	<input checked="" type="checkbox"/>	<b>EXAMS</b>	<input checked="" type="checkbox"/>
<b>LAB WORK</b>	<input checked="" type="checkbox"/>	<b>PROJECTS</b>	<input type="checkbox"/>
		<b>ORAL PRES</b>	<input type="checkbox"/>
		<b>COMP FINAL</b>	<input checked="" type="checkbox"/>
		<b>PAPERS</b>	<input type="checkbox"/>
		<b>OTHER</b>	<input type="checkbox"/>

COURSE MATERIALS	
<b>TITLE:</b>	Medical Assisting Administrative and Clinical Competencies
<b>AUTHOR:</b>	Michelle Blessi
<b>PUBLISHER:</b>	Cengage
<b>VOLUME/EDITION/URL:</b>	13th edition
<b>COPYRIGHT DATE:</b>	2017

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Diagnostic imaging procedures	2	1. Utilize appropriate terminology to document patient information correctly and accurately. 2. Demonstrate professional appearance and behavior in the class, lab and clinical setting. 3. Describe basic radiographic procedures. 4. Instruct, prepare and conduct skills related to diagnostic imaging.
Introduction to clinical laboratory procedures	8	1. Discuss the role of the clinical laboratory in patient care. 2. Describe safety measures in the laboratory setting, including demonstrating proper use of eyewash equipment and fire extinguishers. 3. Discuss specimen collection, processing and storage. 4. Discuss Clinical Laboratory Improvement Amendments (CLIA) compliance and laboratory safety.

Phlebotomy	26	<ol style="list-style-type: none"> <li>1. Instruct, prepare and demonstrate a venipuncture using vacuum tube method, syringe method, safety winged butterfly needle and capillary blood sample by fingertip.</li> <li>2. Identify problems associated with venipuncture.</li> <li>3. Discuss pediatric phlebotomy differences.</li> <li>4. Demonstrate proper handling of specimens after collection.</li> <li>5. Demonstrate collection, labeling and processing of specimens.</li> <li>6. Perform blood glucose testing and complete quality control measures.</li> </ol>
Urinalysis	7	<ol style="list-style-type: none"> <li>1. Instruct and prepare a patient in the collection of 24-hour urine collection and clean-catch midstream urine specimen.</li> <li>2. Demonstrate proficiency using chemical reagent strips.</li> <li>3. Perform urine CLIA-Waived testing for glucose pregnancy test and multidrug screening test.</li> </ol>
Specimen collection and processing	21	<p>Microbiology/Immunology:</p> <ol style="list-style-type: none"> <li>1. Classify and identify microorganisms.</li> <li>2. Discuss microbiology culture and sensitivity testing.</li> <li>3. Instruct and prepare a patient for microbiology and immunology tests including sputum and fecal specimens.</li> <li>4. Discuss CLIA-waived testing: fecal ova and parasite, rapid strep and infectious mononucleosis.</li> <li>5. Discuss wound collection procedures.</li> </ol> <p>Clinical chemistry:</p> <ol style="list-style-type: none"> <li>1. Understand chemistry lab values.</li> <li>2. Instruct and prepare a patient for chemistry testing.</li> </ol> <p>Hematology:</p> <ol style="list-style-type: none"> <li>1. Discuss routine maintenance of clinical equipment related to hematology.</li> <li>2. Discuss micro hematocrit test.</li> <li>3. Discuss CLIA-Waived ProTime/INR test.</li> <li>4. Discuss legal and ethical issues related to blood transfusions.</li> <li>5. Discuss the role of the medical assistant with blood transfusions.</li> <li>6. Understand lab values and meanings of test.</li> <li>7. Demonstrate proper techniques for providing patient education.</li> </ol>
Electrocardiography	26	<ol style="list-style-type: none"> <li>1. Describe the electrical conduction system of the heart.</li> <li>2. Instruct, prepare and conduct procedures related to electrocardiography, including 12 lead ECG, halter monitor and related cardiac diagnostic tests</li> <li>3. Identify parts of the cardiac cycle.</li> <li>4. Recognize typical ECG rhythm abnormalities.</li> </ol>
Medical office emergency procedures	15	<ol style="list-style-type: none"> <li>1. Demonstrate safety in the healthcare facility.</li> <li>2. Discuss disposal of hazardous waste emergency preparedness.</li> <li>3. Assist with medical emergencies.</li> <li>4. Discuss general rules for emergencies.</li> <li>5. Identify common office emergencies.</li> </ol>

Outcomes*	Outcome Title	At the successful completion of this course, students will be able to:
Course Outcome 1	Medical Assistant	Demonstrate understanding of medical assistant's role in the medical office and as a part of the health care team.
Course Outcome 2	Document Skills	Perform documentation of skills using electronic medical record.
Course Outcome 3	Patient Ed Tech	Demonstrate patient education techniques for examination and procedure preparation.
Course Outcome 4	Clinical Perf Skills	Demonstrate competency in performance of medical assisting clinical skills.
Course Outcome 5	CLIA-Waived Tests	Perform selected CLIA-waived tests that assist with diagnosis and treatment.
Course Outcome 6	Qual Contr Tests	Practice quality control tests.
Course Outcome 7	Testing Procedures	Demonstrate knowledge of appropriate anatomy, physiology, pathology, clinical testing, procedures and treatments.
Primary Laker Learning Competency Critical Thinking: Students connect knowledge from various disciplines to formulate logical conclusions.		
Secondary Laker Learning Competency	Creative Thinking & Problem Solving: Students think creatively to solve problems.	

*\*Course and program outcomes will be used in the software for outcomes assessment and should include at least 1 primary and 1 secondary Laker Learning Competency. Limit to 3-5.*