

12/7/2016 DATE

REQUIRED COURSE
 ELECTIVE COURSE

AHD _____ DIVISION _____
 NEW COURSE
 REVISION

Lake Land College

Course Information Form

COURSE NUMBER: MAP-082		TITLE: (30 Characters Max) Med Assist Skills II		
SEM CR HRS: 5	Lecture: 3	Lab: 4	ECH: 7	
Course Level:	<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	Clinical Practicum: 0	SOE/ Internship: 0 SOE ECH: 0
COURSE PCS #	12 - 51.0801	IAI Code		Contact Hours Per Week
Repeatable (Y/N): N	Pass/Fail (Y/N): N	Variable Credit (Y/N): N	Min:	Max:
Prerequisites:	Successful completion of MAP-070, MAP-072, MAP-074, MAP-078 with a "C" or better.			
Catalog Description: (40 Word Limit)	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	Non-Clinical Internship/ SOE
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		
TOTAL	45	60	0	0

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

COURSE MATERIALS	
TITLE:	Medical Assisting Administrative and Clinical Competencies
AUTHOR:	Michelle Blessi
PUBLISHER:	Cengage
VOLUME/EDITION/URL:	13th
COPYRIGHT DATE:	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"> Instruct, prepare and demonstrate a venipuncture using: <ol style="list-style-type: none"> vacuum tube method syringe method safety winged butterfly needle. capillary blood sample by fingertip Identify problems associated with venipuncture. Discuss pediatric phlebotomy differences. Demonstrate proper handling of specimens after collection. Demonstrate collection, labeling, and processing of specimens. Perform blood glucose testing and complete quality control measures.
Urinalysis	7	<ol style="list-style-type: none"> Instruct and prepare a patient in the collection of: <ol style="list-style-type: none"> 24 hour urine collection clean-catch midstream urine specimen Demonstrate proficiency using chemical reagent strips. Perform urine CLIA-Waived testing for: <ol style="list-style-type: none"> glucose pregnancy test multidrug screening test
Specimen collection and Processing	21	<p>Microbiology/ Immunology:</p> <ol style="list-style-type: none"> Classify and identify microorganisms. Discuss microbiology culture and sensitivity testing. Instruct and prepare a patient for microbiology and immunology tests including sputum, and fecal specimens. Discuss CLIA-Waived testing: <ol style="list-style-type: none"> fecal ova and parasite rapid strep infectious mononucleosis Discuss wound collection procedures. <p>Clinical chemistry:</p> <ol style="list-style-type: none"> Understand chemistry lab values. Instruct and prepare a patient for chemistry testing. <p>Hematology:</p> <ol style="list-style-type: none"> Discuss routine maintenance of clinical equipment related to hematology. Discuss micro hematocrit test. Discuss CLIA-Waived protime/INR test. Discuss legal and ethical issues related to blood transfusions. Discuss the role of the medical assistant with blood transfusions. Understand lab values and meanings of test. Demonstrate proper techniques for providing patient education.
Electrocardiography	26	<ol style="list-style-type: none"> Describe the electrical conduction system of the heart. Instruct, prepare and conduct procedures related to electrocardiography including: <ol style="list-style-type: none"> 12 lead ECG halter monitor related cardiac diagnostic tests Identify parts of the cardiac cycle. Recognize typical ECG rhythm abnormalities.
Medical office emergency procedures	15	<ol style="list-style-type: none"> Understand safety in the healthcare facility. Discuss disposal of Hazardous waste Emergency preparedness. Assist with medical emergencies. Discuss general rules for emergencies Identify common office emergencies.
105		

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	Demonstrate understanding of medical assistant's role in the medical office and as a part of the healthcare team.
	Perform documentation of skills using electronic medical record.

	Demonstrate patient education techniques for examination and procedure preparation.
	Demonstrate competency in performance of medical assisting clinical skills.
	Perform selected CLIA-Waived tests that assist with diagnosis and treatment.
	Practice quality control tests.
	Demonstrate knowledge of appropriate anatomy, physiology, pathology, clinical testing, procedures, and treatments.

* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.