

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
	ALH210: Clinical Procedures Theory	Multiple-choice lesson exams, graded project
	MAS225: Externship	Weekly timesheets, mid-experience survey, final evaluation, and exit survey, all signed by the externship preceptor
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
	MAS225: Externship	Weekly timesheets, mid-experience survey, final evaluation, and exit survey, all signed by the externship preceptor
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, graded project
Perform clinical and laboratory procedures applicable to the role of a medical assistant in medical office	ALH021: Pathology and Pharmacology	Multiple-choice lesson exams
	ALH210: Clinical Procedures Theory	Multiple-choice lesson exams, graded

Program Outcomes	Courses	Evidence of Learning
and laboratory settings		project
	MAS205: Clinical Procedures Lab	Drug calculation exam (Each individual skill documented with an accompanying form; students are required to record themselves performing the skill or perform the skill under the supervision of an approved proctor.)
	MAS225: Externship	Weekly timesheets, mid-experience survey, final evaluation, and exit survey, all signed by the externship preceptor
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, graded project
	ALH203: Medical Coding for the Career Professional	Multiple-choice lesson exams, graded project
	MAS225: Externship	Weekly timesheets, mid-experience survey, final evaluation, and exit survey, all signed by the externship preceptor

Program Structure

HIT100: Introduction to Allied Health

Lesson 1	Starting Your Program
Lesson 2	Introduction to Allied Health

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	Electronic Health Records and Security
Lesson 15	Administrative and Clinical Use of the EHR
Lesson 16	Reimbursement and Personal Health Records
Lesson 17	Final Examination
Lesson 18	Electronic Medical Records Graded Project
Digital textbook and simulation	<i>The Electronic Health Record for the Physician's Office with SimChart for the Medical Office</i>

ALH029: Medical Billing and Health Insurance

Lesson 19	Reimbursement Methodologies
Lesson 20	Comprehensive Health Insurance

ALH203: Medical Coding for the Career Professional

Lesson 21	Diagnosis Coding with ICD-10-CM
Lesson 22	Procedure Coding with ICD-10-PCS

Lesson 23	Evaluation and Management and Anesthesia Coding
Lesson 24	Surgical CPT Coding, Part 1
Lesson 25	Surgical CPT Coding, Part 2
Lesson 26	Surgical CPT Coding, Part 3
Lesson 27	ALH203 Graded Project
Digital textbook	<i>Step-by-Step Medical Coding</i>
Manuals	<i>ICD-10-CM</i>
	<i>CPT</i>
	<i>HCPCS Level II</i>

ALH028: Law, Ethics, and Confidentiality in Allied Health

Lesson 28	Law in Allied Health
Lesson 29	Ethics in Allied Health
Lesson 30	Confidentiality in Allied Health

ALH210: Clinical Procedures Theory

Lesson 31	Clinical Medical Assisting
Lesson 32	Clinical Medical Assistant Patient Interactions
Lesson 33	Assisting with Medications
Lesson 34	Essential Diagnostic Procedures
Lesson 35	Diagnostic Procedures Related to Blood and Urine Specimens
Lesson 36	Clinical Procedures Theory
Digital textbook	<i>Kinn's Clinical Medical Assistant</i>

MAS205: Clinical Procedures Lab

Lesson 37	Infection Control, Medical Asepsis, and Inhalation Medication
Lesson 38	Clinical Procedures Lab
Lesson 39	Drug Calculations Exam
Lesson 40	SIMTICS Skill Competency
Equipment	<i>Clinical Procedures Lab Kit</i>
	<i>Apprentice Doctor</i>

MAS225: Externship

Lesson 41	Medical Assistant Externship
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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. This course will also introduce you to healthcare, the healthcare industry in the United States, and the roles that healthcare workers play in that industry.

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

- Identify skills needed to be a confident and independent online learner
- Describe the United States health care industry and the professional roles within it

ALH016: Body Systems and Medical Terminology 1

This course will familiarize you with various body systems including medical terms, structure, function, 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: pharma codynamics, pharmacokinetics, pharmaco-therapeutics, 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, application of SimChart for the Medical Office, and security, privacy, and confidentiality 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 and the use of both patient portals and personal health records in continuity of patient care
- Complete simulated health records in SimCharts

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. Finally, the course explains the fundamentals and types of health insurance and provides test preparation for the certification exam.

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

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

ALH203: Medical Coding for the Career Professional

In this course, you'll begin with an overview of coding concepts, terms, and procedures. You'll explore the history of the ICD-10 coding system. You'll code diagnoses in the ICD-10-CM and use the chapter-specific coding guidelines to code diseases and conditions with specific and unique rules. You'll then learn how to code procedures in the ICD-10-PCS, rounding out your training in the basics of coding with ICD-10. Then, you'll concentrate on the diagnoses or procedures that don't seem to fit into any specific coding category. You'll also learn about general coding guidelines for inpatient and outpatient procedures and physician office coding using CPT, HCPCS Level I, and HCPCS Level II procedure coding.

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

- Explain how to use the ICD-10-CM to assign codes for medical diagnoses
- Identify the purpose of the ICD-10-PCS and how it's used
- Outline the procedure for assigning codes from the E/M and Anesthesia sections of CPT
- Outline the types of services and procedures described in the CPT
- Explain the types of procedures coded in the hemic, lymphatic, digestive, reproductive, and urogenital systems
- Describe the procedures coded in the endocrine, nervous, ocular, auditory, radiology, pathology, and medicine sections of the CPT
- Identify codes pertaining to the respiratory, orthopedic, digestive, and circulatory systems

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

ALH210: Clinical Procedures Theory

This course, Clinical Procedures Theory, will provide you with the theoretical principles and clinical skills that are essential to working as a medical assistant. These tasks range from greeting patients and getting information from them to administering injectable medication and teaching patients about special procedures and their plan of care. An applied learning approach to the role of the medical assistant is threaded throughout each unit of the textbook. The specific tasks assigned to you as a medical assistant depends upon many different factors, including the following:

- The laws of the state in which you work
- The policies that apply in the medical setting in which you work
- The physician or physicians for whom you work

- Your own level of skill and professionalism

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

- Categorize the concepts of professional communication with safe practice of OSHA standards of infection control
- Analyze therapeutic communication, vital signs, and other skills required for successful patient interactions
- Point out the procedures used when assisting with medication
- Compare the essential diagnostic procedures and the skills needed to perform them
- Categorize the procedures used when analyzing blood and urine
- Prepare a handout for an in-servicing training

MAS205: Clinical Procedures Lab

This course focuses on clinical lab procedures. The first thing to take care of while working in a clinical lab is safety. The spread of infection and diseases can compromise the specimens and the people who work in the labs. As you plan on taking the responsibilities associated with the healthcare setting, you must understand that discipline is extremely important to analyze and perform the tasks related to labs. This course will not only provide you with tasks to practice your skills in the field, it will also help you understand the effective techniques used to ease the lab processes. Read the lessons carefully and apply the knowledge on completing the tasks assigned in the course to be a successful healthcare professional.

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

- Analyze the processes related to infection control, asepsis, and inhalation medication
- Categorize the various lab procedures and the methods related to them
- Apply knowledge of medicine administration by completing a drug calculation exam

MAS225: Externship

The medical assistant externship provides students with hands-on training in a primary care clinic, an urgent care clinic, or a medical practice. The goal of this externship is to provide students with the hands-on experience necessary for developing their skills as a medical assistant. Students will practice under the direct supervision of a certified medical assistant, nurse, physician assistant, or medical doctor. This externship consists of 160 hours of clinical experience. Students are required to complete and submit weekly timesheets signed by their externship preceptor.

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

- Demonstrate the skills and abilities required of a medical assistant through an externship experience

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.