

Polaris Career Center Course Syllabus

Medical Assisting Adult

Course Information

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		Room:	TBA
		Meeting Time:	Monday through Thursday Days: September – June 9:00 AM to 3:00 PM Evenings: February – November 4:30 PM to 10:30 PM
		Availability:	Monday through Thursday 3:00 - 4:30 pm

Course Description

The Medical Assisting program is designed to provide students with the necessary skills to obtain entry level employment in a medical facility. Students are cross trained in both the clinical and administrative duties that are required to work effectively and productively in a medical setting. Units of study include, but are not limited to, computer skill training, vital signs, EKGs, laboratory testing, blood draws, injections, pharmacology, anatomy and physiology, coding, appointment scheduling, CPR and first aid, psychology, and electronic medical records with an emphasis on excellent professionalism and work ethics. This is a 935 hour program which includes an 160 hour unpaid internship in a medical office to gain authentic experience. Classroom instruction uses a variety of teaching methods including lecture, hands on labs, independent and group activities, and interactive lessons. The program adheres to the American Association of Medical Assisting standards and is accredited by the Commission on Allied Health Education Programs (CAHEEP). Upon completion of the program students will be eligible for both the Certified Medical Assistant (CMA) and International Academy of Phlebotomy Science (IAPS) exams for certification. The prerequisites for entry into the program are a high school diploma or GED and a Work Keys assessment. The Work Keys assessment is completed at Polaris Career Center. Prior to externships, students will also be required to show proof of updated immunizations and passage of two-step mantoux and a hepatitis test.. Prior to taking the certification exam, students will be required to have a criminal background check. Polaris Career Center covers this expense.

Major Course Goals

The major goals of the Adult Medical Assisting program/course will ask students to:

1. Acquire a general understanding of the anatomy and physiology of the human body and medical terminology.
2. Acquire a general understanding of computer operations and administrative duties.
3. Master numerous clinical competencies.
4. Demonstrate the professionalism necessary entry level employment in a medical facility.
5. Obtain the Certified Medical Assistant (CMA) and the International Academy of Phlebotomy Science (IAPS) certifications.

Instructional Philosophy

Daytime classes are Monday through Thursday from 9:00 AM - 3:00 PM and evening classes are Monday through Thursday from 4:30 PM - 10:30 PM. Class time consists of lectures, hands-on labs, assignments, and interactive learning activities completed on an individual basis or a small group basis. Most chapters include hand-on activities to master specific skills. Workbook assignments are completed for each chapter. Some homework is required and a report is due each week on a specific disease or disorder pertaining to the body system being taught.

Course Units of Study

The major units of study of the Medical Assisting program will include:

- Anatomy and Physiology
- OSHA Training
- Triage
- Respiratory Therapies
- HIPAA Training
- Charting/Documentation
- Medical and Surgical Asepsis
- Psychology
- Appointment Scheduling
- Exam Room Preparation
- Computer Skills
- Filing
- Identifying Surgical Instruments
- CPR/First Aide
- Medical Office Equipment
- Sterilization Procedures
- Medical Terminology
- EKG's
- Injections
- Common Abbreviations
- Vital Signs
- Medical Emergencies
- Triage
- Phlebotomy
- Pharmacology
- Urinalysis
- Medical Ethics
- Critical Thinking
- Career and Life Transitions
- Communication

Primary Curriculum Materials

Medical Terminology for the Health Professions Fifth Edition; ISBN 10- 1-4018-6026-5
Business Administration for the Medical Assistant; ISBN 13 978-0940012325
The Medical Assistant; An Applied Learning Approach Tenth Edition; ISBN 1-4160-2420-4
Electronic Health Records Second Edition; ISBN 978-0-07-337439-0

Business and Industry Credentials, Certifications, and/or Licenses

The Medical Assisting Program offers the students the opportunity to obtain the following certifications:
Certified Medical Assistant, CMA,
International Academy of Phlebotomy Science, IAPS

Course Projects and Special Activities

Students volunteer to conduct vision and hearing screenings and blood pressure checks at various community events at Polaris Career Center and throughout the vicinity. Students are also expected to perform 160-200 hours of unpaid externship at an assigned medical facility.

Course Policies

Code of Conduct:

The published Code of Conduct for Polaris Career Center found in the Student Handbook will be enforced at all times. Students should refer to the Handbook for discussions of due process and safety violations.

Dress and Grooming Guidelines:

Medical Assisting students are required to wear navy blue scrubs, navy blue lab jacket, and white tennis shoes at all times. Long hair must be pulled back during labs. No visible body piercing is permitted according to industry standards. The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruptions, avoid safety hazards, and teach respect and is similar to those enforced in most working environments. Students should refer to the handbook for explicit explanations.

ID:

Students will wear their Polaris IDs at all times.

Attendance/Tardiness:

Students must maintain a minimum of 90% attendance to successfully complete the program.

Make-up Work:

Students who have been excused absent may make up the work they missed. It is the student's responsibility to check with each teacher the day the student returns from an absence to arrange specific dates for completing the work and for taking tests, if any tests have been missed. Assignments that were due and tests that were scheduled on the day of the absence will be due on the day the student returns. The student will be allowed one day for each day of an excused absence to make up the assigned work.

Computer Usage:

Laptops will be assigned to each student for use during class time as needed. Access to technology is designated for the completion of class assignments only. Students must sign the Technology Acceptable Use Policy of Polaris in order to be given use of computers, software, and Internet access. The use of technology is a privilege, not a right. Any student who violates the policy may lose their access to these items. Polaris Career Center reserves the right to monitor computer and Internet access.

Infinite Campus:

Not Applicable

Syllabus Changes:

The instructor/Polaris Career Center Administration reserves the right to make changes to this syllabus throughout the year.

Course Assessment Plan

Assignments will be dropped one letter grade for each day they are late. If an assignment is turned in more than four days late, it will be worth half credit. Laboratory competencies will be graded by return demonstration.

Grades will be determined by a Total Points method using the following:

Clinical skills	40%
Administrative skills	40%
Internship	20%

Grades for the course will be based on the following levels of performance:

Grade	Description
A (90-100%)	Work is correct with only minor flaws (not having to do with the main idea of the problem). The concepts presented in class were understood and were appropriately applied to real-world examples. All assignments were completed on-time and were of a work quality.
B (80-89%)	Work was done with a few flaws. The concepts presented in class were applied with help. Almost all tasks and assignments were completed on-time and demonstrated with sufficient skills
C (70-79%)	Some difficulty was had understanding class concepts or applying concepts to real-world situations. Some assignments were late.
D (60-69%)	Only some of the work was completed for class. Work completed was frequently late or was of low quality with errors and omissions.
F (0-59%)	Did not complete a significant amount of work for the class. Work had major errors and did not meet standards.