

**Bossier Parish Community College**  
**Master Syllabus**

**Course Prefix and Number:** ALHT 203

**Credit Hours:** 3

**Course Title:** Specialty Areas for Medical Assistants

**Course Prerequisites:** completion of qualification courses and all Medical Assistant program requirements

**Textbooks:** Kronenberger, J.; Clinical Medical Assisting, 5<sup>th</sup> edition  
Comprehensive Medical Assistant Test Prep

**Course Description:**

Integrated lecture and laboratory instruction of clinical specialty ambulatory care procedures including gynecology, obstetrics, pediatrics, neurology, orthopedics, cardiology, pulmonology, gastroenterology, urology, dermatology, ophthalmology, otolaryngology, endocrinology, and geriatrics. (Days only/fall semester only)

**Learning Outcomes:**

At the end of the course, the student will

- A. apply knowledge and techniques of specialty examinations and procedures that are performed in the medical office environment; and
- B. demonstrate the ability to write effectively within the medical content area.

To achieve the learning outcomes, the student will

1. describe the similarities and differences between the medical specialties of obstetrics and gynecology.(A)
2. identify the internal and external structures of the female reproductive system.(A)
3. describe the changes that occur in the various body systems during pregnancy.(A)
4. describe the standard gynecologic examination, the diagnostic tests used, and the role of the medical assistant during the exam.(A)
5. contrast the obstetric examinations for initial, subsequent, and postpartum visits and describe the corresponding roles of obstetric care.(A)
6. identify the steps of the pediatric examination and describe the responsibilities of the medical assistant.(A)
7. understand the special issues concerning antibiotics and immunization in the field of pediatrics.(A)
8. weight and measure simulated infant and maintain growth chart.(A)
9. describe the functions of healthcare practitioners in the area of orthopedics and specify their roles in the orthopedic examination.(A)
10. describe the function and structure of the major components of the musculoskeletal

system.(A)

11. describe some orthopedic conditions and disorders and identify the corresponding signs and symptoms, diagnostic procedures involved, and treatment plans.(A)
12. explain the physiologic actions of heat and cold and give examples of treatment conditions and applications.(A)
13. identify four key assistive devices and explain their applications.(A)
14. identify two immobilization devices and explain their applications.(A)
15. identify the anatomic structures of the cardiovascular system and describe the pathway of circulation through the heart to the tissues of the body.(A)
16. describe the unique properties of cardiac cells that provide for their electrical and mechanical activity.(A)
17. describe the normal ECG pattern; identify the waves, segments, intervals, and complexes of the normal ECG; and identify dysrhythmias.(A)
18. describe the role of the medical assistant and the procedures for evaluating cardiac function.(A)
19. explain the concept of polarity, identifying the differences between time and voltage and how they are depicted on an ECG tracing.(A)
20. describe the pathology of common cardiovascular conditions.(A)
21. describe the anatomic structure of the pulmonary system and the physiology of respiration.(A)
22. describe the role of the medical assistant and the procedural steps involved in performing pulse oximetry.(A)
23. state the steps in conducting incentive spirometry and in instructing a patient in coughing and deep breathing to help clear the airways.(A)
24. identify the anatomic structures of the gastrointestinal tract and describe the process of digestion.(A)
25. describe the role of the medical assistant and the procedures used to evaluate gastrointestinal functioning.(A)
26. describe the pathology of common gastrointestinal conditions.(A)
27. identify the anatomic structures of the urinary system and describe their functions.(A)
28. describe the role of the medical assistant and the procedures used to evaluate urinary tract functioning.(A)
29. describe the pathology of common urologic conditions(A)
30. contrast the role of the dermatologist with that of the allergist.(A)
31. name and describe the functions of the integumentary system.(A)
32. describe the parts of a dermatologic exam, and identify the role of the medical assistant in the testing and diagnostic process.(A)
33. compare and contrast the various primary and secondary skin lesions based on their causes and appearance.(A)
34. identify how the extent of skin burns can be determined.(A)
35. contrast the roles of key vision practitioners in the field of ophthalmology.(A)
36. describe the parts of the ophthalmologic examination, and identify the role of the medical assistant in the testing process.(A)
37. contrast the ophthalmologic conditions of glaucoma, cataracts, and macular degeneration.(A)

38. describe the common conditions, disorders, and treatment plans involving the ear, nose, and throat.(A)
39. discuss three allergic reactions, identifying cause, type of hypersensitivity involved, and appropriate treatment.(A)
40. identify common pathology related to each body system in the elderly
41. explain how aging affects thought processes and coping mechanisms
42. describe methods to increase compliance with health maintenance programs among the older adult
43. discuss communication problems facing the older adult
44. discuss the responsibility of medical assistants with regard to teaching older adult patients
45. demonstrate the following entry-level competencies: (A)
  - perform electrocardiography
    - obtain an EKG tracing
    - set up Holter monitor
  - perform respiratory testing
    - instruct and prepare a patient to use peak flow meter (pulmonary function test)
    - nebulized treatment
    - spirometry (pulmonary function test)
    - pulse oximetry
    - suction
    - oxygen administration
  - prepare patient for and assist with specialty examinations
    - assist with pelvic exam
    - assist with prenatal exam
    - assist with colposcopy
    - perform screening such as hearing testing using tuning fork and audiometry
    - assist with neurological exam and lumbar puncture
    - assist with diabetic emergency
    - assist with colon procedures
    - assist with cast application/removal
  - prepare patient for and assist with specialty procedures and treatments
    - obtain pediatric length and weight and document on growth chart
    - obtain infant head and chest circumference and document on growth chart
    - administer and record vaccines
    - obtain visual acuity, color vision, near vision (patient screening using established protocols)
    - instill eye, ear, nasal, and metered dose inhalation medication
    - irrigate eyes and ears
    - teach BSE and STE
    - apply warm/cold compresses/packs
    - assist with therapeutic soaks

- apply arm sling
- size for crutches and instruct on crutch gaits, cane and walker use
- catheterize male and female patients
- assist with diagnostic imaging

**Course Requirements:** To earn a grade of “C” or higher the student must earn 70% of the total points for the course and meet all of the following course requirements.

- demonstrated competency (minimum 80%) on specified procedures and examination techniques

### **Course Grading Scale:**

- A- 90% or more of total possible points and demonstrated competency on specified diagnostic procedures and examination techniques
- B- 80% or more of total possible points and demonstrated competency on specified diagnostic procedures and examination techniques
- C- 70% or more of total possible points and demonstrated competency on specified diagnostic procedures and examination techniques
- D- 60% or more of total possible points and demonstrated competency on specified diagnostic procedures and examination techniques
- F- less than 60 % of total possible points or failure to demonstrate competency on specified diagnostic procedures and examination techniques

**Attendance Policy:** The college attendance policy is available at <http://catalog.bpcc.edu/content.php?catoid=5&navoid=369#class-attendance>

**Course Fees:** This course is accompanied with an additional non-refundable fee for supplemental materials and laboratory supplies.

### **Nondiscrimination Statement**

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### COORDINATOR FOR SECTION 504 AND ADA

Angie Cao, Student and Disability Services Specialist

Disability Services, F254, 6220 East Texas Street, Bossier City, LA 71111

318-678-6511

[acao@bpcc.edu](mailto:acao@bpcc.edu)

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Equity/Compliance Coordinator

Teri Bashara, Director of Human Resources

Human Resources Office, A-105

6220 East Texas Street

Bossier City, LA 71111

Phone: 318-678-6056

Hours: 8:00 a.m.-4:30 p.m. Monday - Friday, excluding holidays and weekends.

Reviewed by Constance Winter/May 2021