

**Bossier Parish Community College
Master Syllabus**

Course Prefix and Number: ALHT 210

Credit Hours: 4

Course Title: Medical Assistant Practicum

Course Prerequisites: Approval of the Medical Assistant Program Director

Textbooks: Houser, H. J., Sesser, J. R.; Medical Assisting Exam Review for CMA, RMA & CMAS Certification, 4th edition.
PrepU for Kronenberger's Comprehensive Medical Assisting, 5th edition

Course Description:

The medical assistant student will practice in an ambulatory care facility or other medical facility to gain work experience in the performance of medical assistant administrative and clinical duties. Minimum of 220 hours of practical experience is required.

Learning Outcomes:

At the end of this course, the student will

- A. integrate knowledge and skills to successfully function as a medical assistant in assigned clinical setting.
- B. apply knowledge and techniques of disaster preparedness that are performed in the medical office environment; and
- C. demonstrate the ability to write effectively within the medical content area.

To achieve the learning outcomes, the student will

- 1. display professionalism by projecting a positive attitude, performing within ethical boundaries; practicing within the scope of his/her education, training, and personal capabilities, maintaining confidentiality; working as a team member, conducting himself/herself in a courteous and diplomatic manner; adapting to change; showing initiative and responsibility.(A)
- 2. demonstrate the ability to communicate by: listening and observing, treating all patients with empathy and impartiality; adapting communication to individuals abilities to understand; recognizing and responding to verbal and non-verbal communication; serving as a liaison between physician and others; receiving, organizing, prioritizing, and transmitting information; using proper telephone technique, interviewing effectively; using medical terminology appropriately, composing written communication using correct grammar, spelling and format.(A)
- 3. demonstrate the ability to perform administrative duties by: performing basic secretarial skills: scheduling and monitoring appointments; preparing and

- maintaining medical records; applying computer concepts for office procedures; locating resources and information for patients and employers.(A)
4. demonstrate the ability to perform clinical duties by: applying principles of aseptic technique and infection control; taking vital signs; recognizing emergencies; performing first aid and CPR; preparing and maintaining the examination and treatment area; interviewing and taking a patient history; preparing patients for procedures; assist the physician with examinations and treatments; using quality control, collecting and processing specimens; performing selected tests, that assist with diagnosis and treatment; screening and following up on patient test results, preparing and administering medications as directed by physicians, maintaining medication records.(A)
 5. apply legal concepts to practice by: documenting accurately, determining the need for documentation and reporting; using appropriate guidelines when releasing records or information; following established policy in initiating or terminating medical treatment; disposing of controlled substances in compliance with government regulation.(A)
 6. demonstrate ability to manage an office by: maintaining the physical plant; operating and maintaining facilities and equipment safely; inventorying equipment and supplies; exercising efficient time management.(A)
 7. provide instruction skills by: orienting patients to office/hospital policies and procedures; instructing patients with special needs; teaching patients methods of health promotion and disease prevention.(A)
 8. demonstrate ability to manage practice finances by: using manual bookkeeping systems; implementing current procedural terminology and ICD-9 coding; analyzing and using current third party guidelines for reimbursement; managing accounts receivable; managing accounts payable; maintaining records for accounting and banking purposes; processing employee payroll.(A)
 9. completion of a minimum of 220 hours of assigned practicum.(A)
 10. writing and presenting a report of the clinical experience.(A)
 11. demonstrate in the classroom the following entry-level competencies: (B)
 - produce up-to-date documentation of provider/professional level CPR
 - participate in bloodborne pathogen training
 - fire extinguisher proper use
 - evaluate the work environment for safety issues related to employees and patients
 - prepare a disaster plan for the medical office
 - demonstrate self-awareness in responding to an emergency situation
 - describe fundamental principles for evacuation of a healthcare setting(B)

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.

- minimum of 220 hours at assigned practicum sites
- minimum average of 80% on clinical site evaluations

- minimum of 80% on completed environmental and personal safety assignments
- completion of 100% of the certification review tests (review text and PrepU)
- completion of the final practicum site daily journal entry with 3 or fewer errors in grammar, punctuation, or organization.

Course Grading Scale:

- A- 90% or more of total possible points and meet all of the minimum course requirements.
- B- 80% or more of total possible points and meet all of the minimum course requirements.
- C- 70% or more of total possible points and meet all of the minimum course requirements.
- D- 60% or more of total possible points and meet all of the minimum course requirements.
- F- less than 60% of total possible points or failure to meet one or more of the minimum course requirements.

Attendance Policy: The college attendance policy, which is available at <http://www.bpcc.edu/catalog/current/academicpolicies.html>, allows that “more restrictive attendance requirements may apply to some specialized classes such as laboratory, activity, and clinical courses because of the nature of those courses.” The attendance policy of the Medical Assistant program is described in the Medical Assistant Clinical Handbook.

Course Fees: This course is accompanied with an additional non-refundable fee for supplemental materials, laboratory supplies, certification exams and/or clinical fees.

Nondiscrimination Statement

Bossier Parish Community College does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Bossier Parish Community College does not discriminate in its hiring or employment practices.

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

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 Erica Mullins / March 2019