

Medical Assistant

LEARNING OBJECTIVES



The Medical Assistant with Clinical Externship program is designed to prepare you to earn the Certified Clinical Medical Assistant (CCMA), Certified Phlebotomy Technician (CPT), and the Certified EKG Technician credentials after completion, helping you advance your career as an effective medical assistant in a clinical setting. The learning objectives outlined below provide a map of the knowledge and skills you will gain as each module is completed.

Getting Started & Program Overview (1 Hour)

- Identify the elements, expectations, and requirements of the program.
- Navigate the program using the pages, menus, and buttons provided.
- Use the program tools, including the study planner, gradebook, and completion report. Be able to contact CareerStep by phone, email, forums, chat rooms, and social media.
- Identify and use program-specific resources.

Microsoft Office Training Orientation (1 Hour)

- Successfully follow the lesson structure and download available study tools.
- Navigate the Microsoft Office training modules using the buttons and icons provided.

Word 2016: Beginner (10 Hours)

- Identify and use the Ribbon, Quick Access Toolbar, tabs, scroll bars, cursor, ruler, and status bar.
- Create, save, open, edit, navigate, print, share, and recover documents.
- Edit and format text with options such as alignment, fonts, lists, spacing, tab stops, page format, layout, paragraph alignment and spacing, and copy formatting.
- Employ the available search and review tools, including spell and grammar check, find and replace, copy, paste, and document view options.

Excel: Beginner (12 Hours)

- Use the Quick Access Toolbar, title bar, display options, formula bar, and worksheet tab.
- Create, save, open, edit, navigate, and print worksheets.
- Create, edit, delete, and format cells with options such as cell alignment, applying cell styles, splitting cells, merging cells, row and column titles, row and column width, hide and unhide, and page setup and view options.
- Edit cell data using options and tools such as cut, copy, paste, AutoFill, text tools, and cell references.

- Create basic, logical, financial, and text formulas.

Medical Administrative Assistant Career and Certification (3 Hours)

- Explain the essential skills, qualities, duties, and strategies of an effective medical administrative assistant.
- List employer expectations.
- List members of a medical team and explain their responsibilities.
- Identify the national certification for medical administrative assistants.

Computer Fundamentals (7 Hours)

- Identify basic computer hardware and interpret system requirements.
- Navigate a Windows operating system environment, as well as install and operate basic software utilities.
- Use a web browser to navigate between websites in multiple tabs or windows, send and receive email, and access search engines to find information and troubleshoot basic computer problems.
- Recognize basic technologies related to an office environment.

Grammar and Punctuation (10 Hours)

- Identify and correctly use each of the parts of speech.
- Recognize proper sentence structure and formatting.
- Properly spell words that are commonly misspelled.

Healthcare Structure and Organization (25 Hours)

- Identify the involvement of everyone in the healthcare system, including consumers, providers, government and regulatory agencies, third-party payers, vendors, and trade associations.
- Recognize the basic differences in the healthcare system such as inpatient versus outpatient versus ancillary services, attending versus consulting versus referring physician, direct patient care versus support services.

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- Identify and describe patient rights and responsibilities.
- Identify the responsibilities of healthcare-related government agencies.
- Identify third-party payers, as well as appropriately use the associated terminology in a healthcare documentation context.

Medical Law and Ethics (5 Hours)

- Apply a basic understanding of medical law to a medical office setting.
- Use common types of medical consent and contract forms.
- Recognize common types of medical malpractice and explain the role of available insurance policies in preventing and defending against claims.
- Apply basic medical ethics guidelines in a medical office setting.

Healthcare Documentation (10 Hours)

- Identify basic types of medical records, including work types, components, formatting, and documentation standards.
- Adhere to documentation standards and apply HIPAA laws to the workplace in order to collect patient data, administer privacy notices and consent forms, schedule patients, and manage the release of medical records securely.

Exploring Healthcare Reimbursement (25 Hours)

- Use and maintain fee schedules.
- Identify different types of reimbursement systems.
- Prepare for and help with medical record audits.
- Recognize third-party payer systems, including insurance forms and precertification.
- Process and submit medical claims.
- Recognize the fundamental principles and resources used in medical coding.

Medical Word Building (15 Hours)

- Identify common medical prefixes, roots, and suffixes.
- Identify and properly combine word parts to create medical terms.

Basic Anatomy (20 Hours)

- Identify and describe the basic structure and functions of human body systems.
- Identify and define basic anatomical terms related to the basic structure and function of human body systems.

Mastering Medical Language (23 Hours)

- Pluralize common medical words.
- Define common medical slang, jargon, and foreign terms.
- Distinguish between common similar medical words and word parts.
- Recognize common medical abbreviations and their meanings.

Medical Office Procedures (20 Hours)

- Identify the principles of effective interpersonal communication.
- Communicate professionally in writing.
- Professionally manage inbound and outbound telephone calls.
- Demonstrate effective office and reception management, including opening and closing the office, managing a waiting room, and greeting and registering patients.
- Schedule patient appointments.

Medical Office Management (12 Hours)

- Recognize and prepare medical records and charts and related filing systems.
- Recognize best practices of medical office management, including staffing, policy, scheduling, and equipment issues.
- Name appropriate courses of action for medical office emergencies, including risk management, CPR, emergency preparation and supplies, fainting, heart attacks, choking, bleeding, and hazardous waste.

Practice Finances (10 Hours)

- Describe the payment process and manage payments, including explanations to patients about insurance basics, fee schedules, billing, and adjustments.
- Collect and post payments as well as generate billing statements.
- State and describe the basic functions and uses of medical office software.

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Foundational Science (60 Hours)

- Identify the levels of organization of the human body, understand how pathogens and other microorganisms grow and infect the body, and define the most common classifications of microorganisms.
- Describe the disease processes of the human body.
- Identify the common diseases associated with each body system; define the injuries and disorders commonly seen in a clinical setting; and classify symptoms, diagnoses, and treatments.
- Execute common pharmaceutical calculations and conversions.
- Define drug actions (absorption, distribution, metabolism, and elimination), identify various drug classifications, and discuss the most commonly prescribed drugs.

Patient Advocacy (25 Hours)

- Demonstrate appropriate forms of communication for a variety of patients and scenarios in addition to gathering patient feedback and communicating information about the practice to the public.
- Apply knowledge of the legal and ethical guidelines governing healthcare, the best way to assist patients and coworkers in abuse situations, and the proper recourse for reporting violations.
- Demonstrate an understanding of different learning and teaching styles as well as create and deliver effective educational plans according to patient needs. Track patient compliance and coordinate care across providers.
- Define common nutrients, interpret food labels, understand varying dietary needs, and identify eating disorders.
- Describe development stages, including end-of-life and grief; describe the symptoms of common psychological disorders; and understand environmental and socioeconomic stressors and common defense mechanisms.

Routine Patient Care (79 Hours)

- Demonstrate basic knowledge of OSHA safety compliance, reception and exam room preparation, and emergency preparedness and prevention.
- Demonstrate knowledge of proper measurement and documentation of vital signs as well as potential indicators of medical conditions.

- Prepare the examination room, medical tools, and patient; obtain an accurate patient history; and assist in a physical examination.
- Demonstrate knowledge of medication and immunization types, routes of administration, drug interactions, and drug storage and safety.
- Adapt routine patient care skills for young and elderly patients, adjust patient communication according to age, and identify common diseases and disorders of these age groups.
- Experience simulations of obtaining adult and pediatric vital signs; pediatric assessment (infant); administration of intramuscular, subcutaneous, and intradermal injections; and administration of nebulizer treatment.

Clinical Patient Care (66 Hours)

- Describe medical conditions treated by specialty physicians and assist with examinations, tests, and procedures in a variety of medical specialty fields.
- Apply an understanding of life-saving procedures such as CPR and rescue breathing. Assess and assist with potentially life-threatening symptoms, treat wounds and fractures, and place and remove sutures.
- Demonstrate training in aseptic technique, sterile environment maintenance, patient preparation, and post-operative care, in addition to a basic knowledge of common minor surgery procedures.
- Experience simulations of irrigation and instillation of eye and ear medication; preparation for and assistance with minor surgical procedures; assisting with pap smears; and performing suture removal.

Phlebotomy (39 Hours)

- Apply precautions and standards to protect from pathogen exposure, including physical and chemical barriers.
- Process, label, and transport samples, in addition to reporting results. Apply laboratory quality and safety regulations as well as collect and handle non-blood specimens (such as urine, stool, and cultures).
- Demonstrate correct venipuncture insertion and removal techniques along with the proper capillary puncture method. Follow accurate order of draw, perform special collections, and understand the types and functions of blood testing.
- Experience simulations of obtaining swabs for culture, performing venipuncture, and performing capillary puncture and hematology testing.

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EKG Testing (13 Hours)

- Record and verify leads, maintain and ensure proper functioning of EKG equipment, identify and resolve artifacts from the EKG tracing, and inspect and recognize abnormal or emergent results such as arrhythmias.
- Prepare the patient and apply electrodes for EKG monitoring, stress testing, Holter monitoring, and telemetry monitoring.
- Experience simulations of performing an EKG.

Final Exam Preparation (1 Hour)

- Identify the steps needed to be eligible for and effectively prepare for and access the final exam.
- Identify the format, restrictions, and policies of final exams, including scoring, retakes, allowed resources, and time limits.