

COCONINO COMMUNITY COLLEGE  
COURSE OUTLINE

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Status: Permanent  
Effective: Fall 2016

January 26, 2016

A. Course Identification

1. Subject Area: Allied Health (AHS)
2. Course Number: 145
3. Course Title: Medical Assistant Essentials
4. Credit Hours: 4 credits

5. Course Description: The Medical Assistant Essentials course prepares students for the varied and expanded responsibilities involved in working within medical offices today. Students will receive training in numerous areas, giving them an understanding of the workings within today's medical businesses. Students who complete AHS 145, AHS 146, AHS 147, AHS 148, AHS 149, and AHS 289 will have the skills necessary to obtain employment as a medical assistant and are eligible to take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA). Prerequisites: Instructors permission. Co requisite: AHS 146 and AHS 147 (fall semester) or AHS 148 and AHS 149 (spring semester.) Four lecture.

B. Course Goals: This course will provide the student knowledge to function effectively as a clinical or administrative medical assistant

C. Course Outcomes: Upon completion of this course, student will:

1. describe the role of a Medical Assistant in the Health Care industry;
2. demonstrate a professional attitude and image;
3. demonstrate respect and sensitivity for vulnerable populations such as people with disabilities, hard of hearing, elderly, dementia, pediatrics, etc.;
4. identify effective verbal and nonverbal communication;
5. demonstrate respect for cultural diversity;
6. demonstrates appropriate use of medical terminology;
7. demonstrate duties and functions required of clinical and administrative medical assistants;
8. identify medical office policies and procedures;
9. identify and adhere to managed care policies and procedures;
10. identify and maintain federal and state health care regulations;
11. identify the scope of practice for a medical assistant;
12. describe and demonstrate an understanding of human anatomy and physiology of the following systems: a. skeletal, muscular, and cardiovascular;
13. identify equipment and instruments used in office procedures;
14. prepare and maintain examinations and treatment areas;
15. and understand how to assist within different medical specialties.

D. Course Outcomes Assessment will include:

1. course grades determined by the instructor as outlined in the course syllabus;
2. chapter quizzes;
3. chapter exams;
4. module exams;

5. midterm exam; 6. and final exam.

E. Course Content will include:

1. skeletal, muscular, and cardiovascular systems;
2. blood;
3. electrocardiography procedures and pulmonary function tests;
4. medication administration;
5. vital signs;
6. patient reception skills;
7. general body organization;
8. safety and infection control;
9. and legal and ethical issues in healthcare.

