

KCMA-0065-SAT14 (CBE)

Course Introduction and Instructions

Attention: Canvas does not automatically log you off. You must remember to log off, or someone else will access your course.

Course Introduction:

This course provides the student with an overview of the medical assistant profession and its role in the health care environment.

Competencies:

- Understand the role of the medical assistant
- Categorize medical practice specialties
- Identify allied health professions and credentialing
- Describe the personal attributes of a professional medical assistant
- Outline workplace dynamics in a health care setting

Tools You Need to Succeed in this Course:

[Mozilla Firefox \(Links to an external site.\)Links to an external site.](#)

Canvas works best in Mozilla Firefox if you plan on accessing the course from home. The computer labs at SLCC use Internet Explorer 10 or higher, Firefox, and/or Google Chrome. You also can try Safari (both Apple and Windows).

[Adobe Acrobat Reader \(Links to an external site.\)Links to an external site.](#)

You will need to be able to view Adobe Acrobat files, otherwise known as PDF files. Many handouts and other materials are provided in this format.

[Windows Media Player \(Links to an external site.\)Links to an external site.](#)

This is the audio program we use to play back the recorded lectures. It is a free program and is usually pre-installed on most computer systems running Windows operating system. If you don't have Windows Media Player installed on your computer or you want to upgrade to the latest version, you can do so for free by clicking the above link and following the download instructions provided.

[QuickTime Player \(Links to an external site.\)Links to an external site.](#)

This is the video program we use to play back videos. It is a free program. The download is for Windows.

[Adobe Shockwave \(Links to an external site.\)Links to an external site.](#)

Some of the online interactives will require Adobe Shockwave. This program is free.

[Adobe Flash Player \(Links to an external site.\)Links to an external site.](#)

Some of the online videos or interactives will require Adobe Flash Player. This program is free. Click on the **Get the Latest Version** link to download and install.

How to Navigate this Course:

Course materials are organized into modules. In each module, there is a list of items that need to be completed. Each item must be completed before moving on to the next item on the list. All assignments must be submitted, and all quizzes must be passed with 80% or better. All the instructions to complete the assignments are included. If there are any questions about the instructions, please speak with the instructor.

The Checklist:

Each module has a checklist for the student to follow. A checklist may have the following:

Read. The material you will read will be listed by the book name. If there is supplemental information to be read or completed, the checklist will guide you to its correct location.

View. Videos are online and can be viewed from any computer or mobile device that has Internet access. **Note:** Some videos will require QuickTime in order to be viewed.

Demonstrations. Some demonstrations are available online.

Complete. Assignments and worksheets will be completed. Some will be referred to on Canvas while others will be found in the Medical Assisting workbook. Upon completing the task, the student should bring the Skills Sheet to the instructor to have him/her sign off on the task.

Skills Sheet. Each module contains a skills sheet that should be printed off. It contains a check sheet that the instructor must sign for each workbook assignment, test, or procedure. For procedures, the first time you complete the skill, you must sign up on the signup sheet located near the instructor's office so that the instructor may observe you complete the procedure. You can then use the interim times listed on the Skills Sheet for practice of the procedure. The final time, the skill must be observed by the instructor. You will use clinical performance competencies for areas that will be checked for competency on each procedure. The signed off skills sheet will be given to the instructor upon completion of each module.

Take. Tests are taken using Respondus Lockdown Browser online in the classroom. Once you have completed all reading and assignments as indicated in the checklist, you must take the test when prompted. You must achieve 80% or better to pass each test.

Completing Assignments and Quizzes:

There are assignments and/or quizzes to complete in each module. Read the instructions for each assignment the Modules List. Follow the instructions for each quiz in the Modules List. There are several ways to submit an assignment depending on which method the instructor chooses.

Now, you are ready to start your course. Click the **Modules** link on the left and read the course syllabus. **Note:** The TCM will load in a new window.

Resources for Chapter 9

Prepare for Class, Clinical, or Lab

Chapter Review Activities

[View \(Links to an external site.\)Links to an external site.](#)

Clinical Skills Online Videos

[View \(Links to an external site.\)Links to an external site.](#)

Chapter Quiz

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Resources for Chapter 11

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Clinical Skills Online Videos

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Resources for Chapter 13

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Chapter Review Activities

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Clinical Skills Online Videos

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Chapter Quiz

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Module 1: Video Resources

Click the links below to watch the videos listed on your checklist. Videos will open in a new window.

Non-closed Captioned Videos:

[Administrative Skills \(Links to an external site.\)Links to an external site.](#)

[Office Skills Explanation \(Links to an external site.\)Links to an external site.](#)

Closed Captioned Videos:

[Administrative Skills \(Links to an external site.\)](#)[Links to an external site.](#)

[Office Skills Explanation](#)

KCMA 0065 Module 1 Checklist 12.04.13-1

[Accessibility score: Medium Click to improve](#)

[Download KCMA 0065 Module 1 Checklist 12.04.13-1.pdf](#)

KCMA 0065 Module 1 skills 7 11 13

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Chapter 9 Presentation

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Chapter 9 Study Guide

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Kinn's Chapter 09 Practice Quiz

Kinn's Chapter 09 Test

Chapter 10 Presentation

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Chapter 10 Study Guide.pdf

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Chapter 11 Presentation

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Chapter 11 Study Guide

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Chapter 12 Presentation

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Chapter 12 Study Guide

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KCMA 0061 Mod 1 Floor plans for evacuation route 1 Modified

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IN CASE OF FIRE

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Kinn's Chapter 12 Practice Quiz

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Chapter 13 Presentation

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Chapter 13 Study Guide.pdf

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Written Communications Work Products 13-1 to 13-6

Following the guidelines in your Study Guide Chapter 13 Part 1, information provided in the Study Guide Chapter 13 Part 3, and the Work Products in the PCM complete items 13-1 through 13-6 (envelopes, letters, memos, fax). Complete these items in a Word document and save to your flash-drive for submission within Canvas.

1. Return to this assignment and click the **Submit Assignment** button on the right side to submit your assignment.
2. Click the **File tab**, and click the **Browse** button.
3. Navigate to your file on your flash drive and select it.
4. Click **Submit Assignment** button at the bottom.

[Accessibility score: High Click to improve Medical Fax Example for Confidentiality Statement](#)

Kinn's Chapter 13 Practice Quiz

Kinn's Chapter 13 Test

Module 2 Checklist

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[Download Module 2 Checklist.pdf](#)

Module 2 Skills Sheet

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Language of Medicine Module 3 Presentation

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Language of Medicine Module 3

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Language of Medicine Chapter 3: Section I Practice Quiz

Language of Medicine Chapter 3: Section II Practice Quiz

Language of Medicine Chapter 3: Section III Practice Quiz

Language of Medicine Chapter 3: Exam

Language of Medicine Module 4 Presentation

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Language of Medicine Module 4

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Language of Medicine Chapter 4: Section I Practice Quiz

Language of Medicine Chapter 4: Section II Practice Quiz

Language of Medicine Chapter 4: Section III Practice Quiz

Language of Medicine Chapter 4: Exam

Medical Office Communication Spelling List

[Accessibility score: High Click to improve](#)

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Resources for Chapter 14

Prepare for Class, Clinical, or Lab

Chapter Review Activities

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Resources for Chapter 16

Prepare for Class, Clinical, or Lab

Chapter Review Activities

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Clinical Skills Online Videos

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Chapter Quiz

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Module 3 Checklist

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Module 3 Skills Sheet

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Chapter 14 Presentation

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Chapter 14 Study Guide

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Kinn's Chapter 14 Practice Quiz

Kinn's Chapter 14 Test

Chapter 16 Presentation

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Chapter 16 Study Guide

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Filing Numerically

[Accessibility score: Perfect Click to improve](#)

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Kinn's Chapter 16 Practice Quiz

Instructions

Read the questions carefully and choose the best answers.

Kinn's Chapter 16 Test

Resources for Chapter 15

Prepare for Class, Clinical, or Lab

Chapter Review Activities

[View \(Links to an external site.\)Links to an external site.](#)

Clinical Skills Online Videos

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Chapter Quiz

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Module4checklistPP

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Module 4 Skills PP

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[Download Module4skillsPP.pdf](#)

Chapter 15 Presentation

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Chapter 15 Study Guide.pdf

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Practice Partner EMR Assignment and Resources

Practice Partner is one of many software programs that are used in the medical office for EMR/EHR as well as Patient Management and Billing. This exercise will allow you to become familiar with this type of software so that no matter which one you use in clinic, you will understand more readily how to use it. Within the link below are instructions of how to process through the assignment.

[Accessibility score: Medium Click to improve PRACTICE PARTNER ASSIGNMENTS Preferred Resource.pdf](#)

1. Ask your instructor to 'Restore' Practice Partner on your computer.
2. Read about Meaningful Use and how EMR/EHR helps in this area.
3. Review the information about how to navigate through this software. You may ask your instructor for a hard copy of this to use in the classroom as you complete this assignment if needed.
4. Work through the Practice Partner Exercises: Introduction; Exercises 1, 2, 3 and 4.
5. Take screen shots of each assigned area and send to your instructor via the link.
 - Return to this assignment and click the **Submit Assignment** button on the right side to submit your assignment.
 - Click the **File tab**, and click the **Browse** button.
 - Navigate to your file on your flash drive and select it.
 - Click **Submit Assignment** button at the bottom.
6. Have your instructor sign off the completion on your skills sheet.

The last section of the attached document referring to *Patient Cases* is **not needed** at this time.

Kinn's Chapter 15 Practice Quiz

Kinn's Chapter 15 Test

Spelling List

[Accessibility score: High Click to improve](#)

[Download spellinglist.pdf](#)

Beginning and Tracking the Patient Record Spelling Test

Instructions

Click on the play button and listen to the word. Type the word correctly. The pronunciations are dictionary.com and merriam-weber.com.