**SCHOOL OF APPLIED TECHNOLOGY &
TECHNICAL SPECIALTIES
CLINICAL MEDICAL ASSISTANT (KCMA)**

KCMA-0105-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.

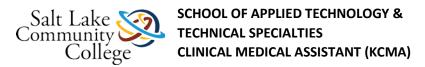QuickTime Player (Links to an external site.)Links to an external site.

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.

Module 1 checklist 4.2.14

Accessibility score: Medium Click to improve
Download Module 1 checklist 4.2.14.pdf

Module 1 Skills Sheet 4.2.14

Accessibility score: High Click to improve
Download Module 1 Skills Sheet 4.2.14.pdf

Self-Regulated Learning and Learning Styles

This assignment will help you design a study plan for yourself to help make you successful in your courses and Training Plan. It is based on the concept of Self-Regulated Learning and Learning Styles.

The links below give you several options to view. There is a Powerpoint presentation, a Lecture model of the Powerpoint and a written transcript of the lecture.

As you view the Powerpoint or Lecture you will find areas that require completion of work from you. After you complete the quiz/survey to determine your learning style and find or calculate your completion date for this course you will be submitting information to your instructor using a saved Word document and attaching and submitting within this Assignment in Canvas.

Time to begin....

Accessibility score: Medium Click to improve How to Succeed In Your Training Program Using Self-Regulated Learning and Learning Styles - **Powerpoint**

How to Succeed in Your Training Program Using Self-Regulated Learning and Learning Styles - **Lecture**

Accessibility score: Medium Click to improve How to Succeed In Your Training Program Using Self-Regulated Learning and Learning Styles - **Transcript**

Introduction Test

Resources for Chapter 2

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

View (Links to an external site.)Links to an external site.

Content Updates

View

Medical Assisting Competency Challenge

View (Links to an external site.)Links to an external site.

Medical Terminology Audio Glossary

View (Links to an external site.)Links to an external site.

Prepare for Exams

Sample Certification Exams

View (Links to an external site.)Links to an external site.

Prepare for Professional Practice

Medisoft Exercises

View (Links to an external site.)Links to an external site.

Practice Partner Activities

View (Links to an external site.)Links to an external site.

Resources for Chapter 3

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

View (Links to an external site.)Links to an external site.

Content Updates

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Medical Assisting Competency Challenge

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Prepare for Exams

Sample Certification Exams

View (Links to an external site.)Links to an external site.

Prepare for Professional Practice

Medisoft Exercises

View (Links to an external site.)Links to an external site.

Practice Partner Activities

View (Links to an external site.)Links to an external site.

Resources for Chapter 4

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

View (Links to an external site.)Links to an external site.

Content Updates

View

Medical Assisting Competency Challenge

View (Links to an external site.)Links to an external site.

Medical Terminology Audio Glossary

View (Links to an external site.)Links to an external site.

Prepare for Exams

Sample Certification Exams

View (Links to an external site.)Links to an external site.

Prepare for Professional Practice

Medisoft Exercises

View (Links to an external site.)Links to an external site.

Practice Partner Activities

View (Links to an external site.)Links to an external site.

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:

Closed Captioned Videos:

Module 1 Checklist

Accessibility score: High Click to improve

Download Module 1 Checklist.pdf

Module 1 Skills Sheet

Accessibility score: High Click to improve

Download Module 1 Skills Sheet.pdf

Chapter 002

Accessibility score: Medium Click to improve

Download Chapter_002.pdf

Chapter 2 Study Guide

Accessibility score: Medium Click to improve

Download Chapter 2 Study Guide.pdf

Kinn's Chapter 2 Practice Quiz

Kinn's Chapter 2 Healthcare Industry Test

Chapter 3 Presentation

Accessibility score: Medium Click to improve

Download Chapter 3 Presentation.pdf

Chapter 3 Study Guide

Accessibility score: High Click to improve

Download Chapter 3 Study Guide.pdf

Chapter 3: Internet Activites # 2

Instructions:

1. Read the instructions for #2 in the Internet Activities in Chapter 3 of your workbook.

2. Write your report using Microsoft Word and save the file as Ch3IA2 on your flash drive.

- As you write this report consider the following:
  - o What do you feel was the most important realization you had regarding the field of Medical Assisting found in your reading of this chapter and other documents related to the scope of practice of this health care profession?
  - o Why is it useful to understand the scope of practice?

- o What surprised you?

- o What ideas stand out to you the most?

- o What helped you understand the importance of staying within the scope of practice of a specific profession?

- o What is the most confusing aspect to you regarding scope of practice?

- o How can you put this into practice?

- o How can you explain this concept to others?

- o Does this relate to your current understanding of the field of medical assisting?

- o How does this relate to your current previous jobs?

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.

Kinn's Chapter 3 Practice Quiz

Kinn's Chapter 3: The Medical Assisting Professional Test

Chapter 4 Presentation

Accessibility score: Medium Click to improve
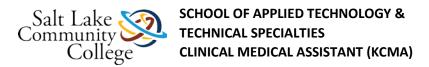
Download Chapter 4 Presentation.pdf

Chapter 4 Study Guide

Accessibility score: High Click to improve

Download Chapter 4 Study Guide.pdf

Chapter 4: Workplace Applications

Instructions:

1. Read the instructions for Workplace Applications item number 1 in Chapter 4 of your workbook.

2. Write a paragraph using Microsoft Word and save the file as Ch4WA on your flash drive.

3. Return to this assignment and click the **Submit Assignment** button on the right side to submit your assignment.

4. Click the **File tab**, and click the **Browse** button.

5. Navigate to your file on your flash drive and select it.

6. Click **Submit Assignment** button at the bottom.

Kinn's Chapter 4 Practice Quiz

Kinn's Chapter 4 Professional Behavior in the Workplace Test

Module 2: Video Resources

To watch the videos, click the play button.

Non-Closed Captioned

Closed Captioned

Module 2 checklistupdate

Accessibility score: High Click to improve

Download Module 2 checklistupdate.pdf

Module 2 Skills Sheet

Accessibility score: High Click to improve

Download Module 2 Skills Sheet.pdf

LM Module 1 Presentation

Accessibility score: Medium Click to improve

Download LM Module 1 Presentation.pdf

LM Module 1 Study Guide

Accessibility score: Low Click to improve

Download LM Module 1 Study Guide.pdf

Language of Medicine Chapter 1: Section I Practice Quiz

Language of Medicine Chapter 1: Exam

LM Module 2 Presentation

Accessibility score: Medium Click to improve

Download LM Module 2 Presentation.pdf

LM Module 2 Study Guide

Accessibility score: Low Click to improve

Download LM Module 2 Study Guide.pdf

Language of Medicine Chapter 2: Section I Practice Quiz

Language of Medicine Chapter 2: Exam

Introduction to Clinical Medical Assisting Spelling

Accessibility score: High Click to improve

Download Introduction to Clinical Medical Assisting Spelling.pdf

Introduction to CMA Spelling Test

Instructions

Click the play button to listen to the word, then type that word correctly.

Medical Abbreviations Test

Resources for Chapter 6

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

View (Links to an external site.)Links to an external site.

Content Updates

View

Interactive Procedure Checklists

View (Links to an external site.)Links to an external site.

Medical Assisting Competency Challenge

View (Links to an external site.)Links to an external site.

Medical Terminology Audio Glossary

View (Links to an external site.)Links to an external site.

Prepare for Exams

Sample Certification Exams

View (Links to an external site.)Links to an external site.

Prepare for Professional Practice

Medisoft Exercises

View (Links to an external site.)Links to an external site.

Practice Partner Activities

View (Links to an external site.)Links to an external site.

Module 3: 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: Legal and Ethical Issues (Links to an external site.)Links to an external site.

Closed Captioned Videos: Legal and Ethical Issues (Links to an external site.)Links to an external site.

Module 3 Checklist

Accessibility score: High Click to improve

Download Module 3 Checklist.pdf

Module 3 Skills Sheet

Accessibility score: High Click to improve

Download Module 3 Skills Sheet.pdf

Chapter 6 Presentation

Accessibility score: Medium Click to improve

Download Chapter 6 Presentation.pdf

Chapter 6 Study Guide

Accessibility score: Medium Click to improve

Download Chapter 6 Study Guide.pdf

Module 3 Procedure 6-1

Using Microsoft Word, write a paragraph explaining how you will incorporate ethics in your future profession. Think about the following items as you create your document:

- What do you feel was the most important idea of ethics within your reading of this chapter and other documents such as AAMA Code of Ethics, Medical Assistant Creed, Oath of Hippocrates, HIPAA guidelines, etc.?

- Why is it useful to understand the concept and impact of ethics?

- What surprised you?

- What idea of ethics stands out to you the most?

- What helped you understand the importance of ethical behavior?

- What is the most confusing aspect to you regarding ethical behavior or ethics in general and confidentiality?

- How can you put ethical behavior into practice?

- How can you explain this concept to others?

- Does this relate to your current behaviors toward others?

- How does this relate to your current practices and knowledge?

Save the document as Procedure61with your initials at the end onto your flash drive. (IE - If your name is Joe Smith, you will save the document as Procedure61JS)

To save a document on a flash drive:

1. Click the File tab or the Office button in the upper left side on Microsoft Word.
2. Click the Save as... option and navigate to your flash drive (make sure you plug in your flash drive in first).
3. Enter the name of the file given in the assignment and click the Save button.

Note: If you do not have a flash drive, navigate to the Desktop. Remember that the computers auto erase themselves after a period of time. You will lose all your work. It is highly recommended that you use a flash drive.

Submitting a document assignment:

1. Click on the assignment link in the **Module List**.
2. Click the **Submit Assignment** button on the right side to submit your assignment.
3. Click the **File tab**, and click the **Browse** button.
4. Navigate to your file on your flash drive (or Desktop) and select it.
5. Click **Submit Assignment** button at the bottom.

Kinn's Chapter 6 Practice Quiz

Kinn's Chapter 6 Medicine and Ethics Test

Resources for Chapter 7

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

View (Links to an external site.)Links to an external site.

Content Updates

View

Interactive Procedure Checklists

View (Links to an external site.)Links to an external site.

Medical Assisting Competency Challenge

View (Links to an external site.)Links to an external site.

Medical Terminology Audio Glossary

View (Links to an external site.)Links to an external site.

Prepare for Exams

Sample Certification Exams

View (Links to an external site.)Links to an external site.

Prepare for Professional Practice

Medisoft Exercises

View (Links to an external site.)Links to an external site.

Practice Partner Activities

View (Links to an external site.)Links to an external site.

Resources for Chapter 17

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

View (Links to an external site.)Links to an external site.

Content Updates

[View](#)

Interactive Procedure Checklists

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

Medical Assisting Competency Challenge

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

Medical Terminology Audio Glossary

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

Prepare for Exams

Sample Certification Exams

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

Prepare for Professional Practice

Medisoft Exercises

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

Practice Partner Activities

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

Module 4 Skills Sheet

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

[Download Module 4 Skills Sheet.pdf](#)

Chapter 7 Presntation

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

[Download Chapter 7 Presntation.pdf](#)

Chapter 7 Study Guide

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

[Download Chapter 7 Study Guide.pdf](#)

RKform301 fillable enabled Form Only C

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

[Download RKform301-fillable-enabled_FormOnlyc.pdf](#)

Kinn's Chapter 7 Practice Quiz

Kinn's Chapter 7 Medicine and the Law Test

Chapter 17 Presntation

Accessibility score: Medium Click to improve
Download Chapter 17 Presntation.pdf

Chapter 17 Study Guide

Accessibility score: Medium Click to improve
Download Chapter 17 Study Guide.pdf

Kinns Chapter 17 Practice Quiz

Kinns Chapter 17 Privacy in the Physician's Office Exam

KCMA-0030 Spelling List

Accessibility score: High Click to improve
Download kcma-0030 Spelling List.pdf

Law & Ethics in Medical Environment Spelling Test

Instructions

Click the play button to listen to the word, then type that word correctly.

Resources for Chapter 5

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
View (Links to an external site.)Links to an external site.

Content Updates

View

Interactive Procedure Checklists

View (Links to an external site.)Links to an external site.

Medical Assisting Competency Challenge

View (Links to an external site.)Links to an external site.

Medical Terminology Audio Glossary

View (Links to an external site.)Links to an external site.

Prepare for Exams

Sample Certification Exams

View (Links to an external site.)Links to an external site.

Prepare for Professional Practice

Medisoft Exercises

View (Links to an external site.)Links to an external site.

Practice Partner Activities

View (Links to an external site.)Links to an external site.

Module 5: 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: Communication Skills (Links to an external site.)Links to an external site.

Closed Captioned Videos: Communication Skills

Module 5 Checklist

Accessibility score: High Click to improve

Download Module 5 Checklist.pdf

Module 5 Skills Sheet

Accessibility score: High Click to improve

Download Module 5 Skills Sheet.pdf

Chapter 5 Presentation

Accessibility score: Medium Click to improve

Download Chapter 5 Presentation.pdf

Chapter 5 Study Guide

Accessibility score: High Click to improve

Download Chapter 5 Study Guide.pdf

Module 5 Assignment: Cultural Diversity

Ethnic Group Assignment

Instructions:

1. Take notes while reading the information found in the "Cultural Diversity 'Culture Clues' and 'Ethnomed'. You must read about at least four (4) different cultural groups.

Accessibility score: High Click to improve **Cultural Diversity**

2. Complete a typed report in **APA format** on Cultural Diversity using the information that you have learned. Must include 4 different cultural groups. Explain the importance of understanding cultural diversity in medical professions. Use the cultural groups you read about to give examples. The following may be some areas that you discuss:

- What do you feel was the most important idea of understanding cultural beliefs and differences within healthcare in your reading Culture Clues or Ethnomed?

- Why is it useful to understand these potential differences of beliefs and ideals?

- What surprised you?

- What idea of cultural influence in healthcare stands out to you the most?

- What helped you understand the importance of cultural competence?

- What is the most confusing aspect to you regarding cultural competence?

- How can you put this behavior into practice?

- How can you explain this concept to others?

- Does this relate to your current beliefs?

- How does this relate to your current practices and knowledge?

The paper must be completed using guidelines on APA format: (the following websites are useful if this is new to you)

http://owl.english.purdue.edu/owl/resource/560/01/ (Links to an external site.)Links to an external site.

Note: You may skip creating an abstract, but will need to have cover page, page header, numbered pages, in-text citations and reference page. Please refer to the information within the link above.

You may also use the following link to aid in correct citation creation to give credit to your references both on the reference page and using in-text citations.

http://citationmachine.net/index2.php?reqstyleid=2&newstyle=2&stylebox=2 (Links to an external site.)Links to an external site.

3. Save your work on your flash drive and name the file M5E1.

4. Submit your document by following the instructions below.

Submitting a document assignment:

1. Click on the assignment link in the **Module List**.

2. After reading and completing the assignment, click the **Submit Assignment** button on the right side to submit your assignment.

3. Click the **File tab**, and click the **Browse** button.

4. Navigate to your file and select it.

5. Click **Submit Assignment** button at the bottom.

Kinn's Chapter 5 Practice Quiz

Kinn's Chapter 5 Interpersonal Skills and Human Behavior Test

Kinn's Chapter 5 Interpersonal Skills and Human Behavior Test

Module 6 Checklist

Accessibility score: High Click to improve

Download Module 6 Checklist.pdf

Module 6 Skills Sheet

Accessibility score: High Click to improve

Download Module 6 Skills Sheet.pdf

LM Module 22 Presentation

Accessibility score: Medium Click to improve

Download LM Module 22 Presentation.pdf

LM Module 22 Study Guide

Accessibility score: Low Click to improve

Download LM Module 22 Study Guide.pdf

Language of Medicine Chapter 22: Section I Practice Quiz

Language of Medicine Chapter 22: Section II Practice Quiz

Language of Medicine Chapter 22: Section III Practice Quiz

SCHOOL OF APPLIED TECHNOLOGY &
TECHNICAL SPECIALTIES
CLINICAL MEDICAL ASSISTANT (KCMA)

Language of Medicine Chapter 22: Exam

Course 5-Psychology Spelling List NEW

Accessibility score: High Click to improve

Download Course 5-Psychology Spelling List NEW.pdf

Psychology Spelling Test

Instructions

Click the play button to listen to the word, then type that word correctly.

Medical Abbreviations for Chapter 22 Test

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