

# KCMA-0115-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 27

### 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.](#)

Work Products

[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:

[Infection Control Procedures \(Links to an external site.\)Links to an external site.](#)

### Closed Captioned Videos:

[Infection Control Procedures](#)

## Module 1 Checklist 0115

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

[Download Module 1 Checklist0115.pdf](#)

## Module 1 Skills Sheet0115

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

[Download Module 1 Skills Sheet0115.pdf](#)

## Handout CDC Guidelines for Hand Hygiene in Health-Care Settings

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

[Download Handout CDC GUIDelines for Hand Hygiene in Health-Care Settings.pdf](#)

## Utah's Reportable Diseases 2013 Flyer

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

[Download Utah's REPORTable DISEASES 2013Flyer.pdf](#)

## Chapter 27 Presentation

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

[Download Chapter 27 Presentation.pdf](#)

## Chapter 27 Study Guide

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

[Download Chapter 27 Study Guide.pdf](#)

## Kinn's Chapter 27 Practice Quiz

### Instructions

Read the questions carefully and choose the best answers.

## Kinn's Chapter 27: Infection Control Test

### Instructions

Read the questions carefully and choose the best answers.

## Chapter 57 Presentation

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

[Download Chapter 57 Presentation.pdf](#)

## KCMA 0020 Spelling List

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

[Download kcma0020spellinglist.pdf](#)

## Infection Control and Surgical Asepsis Spelling Exam

### Instructions

Click the play button to hear the word. Type the word correctly. All pronunciations are from dictionary.com or merriam-weber.com.

### Module 2: 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:

[Handwashing 12-1 & 12-3 \(Links to an external site.\)Links to an external site.](#)

[Clean Gloves 12-4 \(Links to an external site.\)Links to an external site.](#)

[Sanitization 12-5 \(Links to an external site.\)Links to an external site.](#)

[Autoclave Envelope 12-2 \(Links to an external site.\)Links to an external site.](#)

[Autoclave Wrap 12-2 \(Links to an external site.\)Links to an external site.](#)

[Using the Autoclave 12-6 \(Links to an external site.\)Links to an external site.](#)

[Regulated Medical Waste \(Links to an external site.\)Links to an external site.](#)

#### Closed Captioned Videos:

[Handwashing 12-1 & 12-3 \(Links to an external site.\)Links to an external site.](#)

[Clean Gloves 12-4 \(Links to an external site.\)Links to an external site.](#)

[Sanitization 12-5 \(Links to an external site.\)Links to an external site.](#)

[Autoclave Envelope 12-2 \(Links to an external site.\)Links to an external site.](#)

[Autoclave Wrap 12-2 \(Links to an external site.\)Links to an external site.](#)

[Using the Autoclave 12-6 \(Links to an external site.\)Links to an external site.](#)

[Regulated Medical Waste \(Links to an external site.\)](#)

## Handout 12-3-Using Hand Sanitizer

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

[Download Handout 12-3-Using Hand Sanitizer.pdf](#)

## **Handout 12-3A Hand Hygiene**

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

[Download Handout 12-3A Hand Hygiene.pdf](#)

## **Handout Utah Department of Health Reportable Diseases**

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

[Download Handout Utah Department of Health Reportable Diseases.pdf](#)

## **Handout 12-5 Sanitization of Instruments-Chemical Disinfection**

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

[Download Handout 12-5 Sanitization of Instruments-Chemical Disinfection.pdf](#)

## **Handout 12-6 Sterilizing Articles inthe Autoclave**

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

[Download Handout 12-6 Sterilizing Articles inthe Autoclave.pdf](#)

## **Handout 12\_7 Guidelines for Discarding Medical Waste in the Medical Office**

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

[Download Handout 12\\_7 Guidelines for Discarding Medical Waste in the Medical Office.pdf](#)

## **KCMA 0115 Module 2 checklist 7.18.13**

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

[Download KCMA 0115 Module 2 checklist7.18.13.pdf](#)

## **KCMA 0115Module 2 Skills Sheet 7 11 13**

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

[Download KCMA 0115Module 2 Skills Sheet7 11 13.pdf](#)

## **Resources for Chapter 31**

## 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.](#)

Work Products

[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:

[Taking Measurements and Vital Signs \(Links to an external site.\)Links to an external site.](#)

[Electronic Oral Temperature 13-9 \(Links to an external site.\)Links to an external site.](#)

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

[Apical Pulse 13-12 \(Links to an external site.\)Links to an external site.](#)

[Pulse 13-11 \(Links to an external site.\)Links to an external site.](#)

[Measure Respirations 13-13 \(Links to an external site.\)Links to an external site.](#)

[Blood Pressure 13-14 \(Links to an external site.\)Links to an external site.](#)

[Height 13-2 \(Links to an external site.\)Links to an external site.](#)

[Weight 13-3 \(Links to an external site.\)Links to an external site.](#)

[Body Mass Index \(Links to an external site.\)Links to an external site.](#)

### **Closed Captioned Videos:**

[Taking Measurements and Vital Signs \(Links to an external site.\)Links to an external site.](#)

[Electronic Oral Temperature 13-9 \(Links to an external site.\)Links to an external site.](#)

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

[Apical Pulse 13-12 \(Links to an external site.\)Links to an external site.](#)

[Pulse 13-11 \(Links to an external site.\)Links to an external site.](#)

[Measure Respirations 13-13 \(Links to an external site.\)Links to an external site.](#)

[Blood Pressure 13-14 \(Links to an external site.\)Links to an external site.](#)

[Height 13-2 \(Links to an external site.\)Links to an external site.](#)

[Weight 13-3 \(Links to an external site.\)Links to an external site.](#)

[Body Mass Index \(Links to an external site.\)Links to an external site.](#)

## **Module 3 Checklist**

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

[Download Module 3 Checklist.pdf](#)

## **KCMA 0115 Module 3 Skills Sheet 7 11 13**

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

[Download KCMA 0115 Module 3 Skills Sheet 7 11 13.pdf](#)

## **Chapter 31 Presentation**

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

[Download Chapter 31 Presentation.pdf](#)

## **Chapter 31 Study Guide**

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



[Download Chapter 31 Study Guide.pdf](#)

## **Kinn's Chapter 31 Practice Quiz**

## **Kinn's Chapter 31: Vital Signs Test**

### **Vital Signs Spelling List**

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

[Download Vital Signs Spelling List.docx](#)

### **Vital Signs Spelling Test**

#### **Instructions**

Click the play button and listen to the word. Spell this word correctly by typing in the answer. The pronunciations are from Dictionary.com or Merriam-Weber.com.

### **BP range chart**

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

[Download BP range chart.pdf](#)

### **Blood Pressure Assignment**

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

Click on the link to take you to an interactive blood pressure practice. Although this uses an older mercury type gauge for the sphygmomanometer it will allow you to practice evaluating what you hear with what you see to evaluate a blood pressure reading.

## **Resources for Chapter 36**

### **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.](#)

Work Products

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

## Module 4: 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:

[Emergencies and First Aid Procedures \(Links to an external site.\)Links to an external site.](#)

[Open or Closed Spiral Bandage \(Links to an external site.\)Links to an external site.](#)

[Figure Eight Bandage 19-7 \(Links to an external site.\)Links to an external site.](#)

### Closed Captioned Videos:

[Emergencies and First Aid Procedures \(Links to an external site.\)Links to an external site.](#)

[Open or Closed Spiral Bandage \(Links to an external site.\)Links to an external site.](#)

[Figure Eight Bandage 19-7 \(Links to an external site.\)Links to an external site.](#)

## AHA First Aid

View the following videos by clicking the **Play** button.

**Non-Closed Captioned**

**Closed Captioned**

## **KCMA 0115 Module 4 Checklist7.18.13**

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

[Download KCMA 0115 Module 4 Checklist7.18.13.pdf](#)

## **KCMA 0115 Module 4 Skills Sheet 7 11 13**

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

[Download KCMA 0115 Module 4 Skills Sheet 7 11 13.pdf](#)

## **Chapter 36 Presentation**

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

[Download Chapter 36 Presentation.pdf](#)

## **Chapter 36 Study Guide**

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

[Download Chapter 36 Study Guide.pdf](#)

## **Kinn's Chapter 36 Practice Quiz**

## **Kinn's Chapter 36: Assisting with Medical Emergencies Test**

## **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](#)

## Resources for Chapter 53

### 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.](#)

Work Products

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

## Module 6: 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:

[Venipuncture, Hematology and Immunology Procedures \(Links to an external site.\)Links to an external site.](#)

[Specimen Collection and Processing Procedures \(Links to an external site.\)](#)[Links to an external site.](#)

### **Closed Captioned Videos:**

[Venipuncture, Hematology and Immunology Procedures \(Links to an external site.\)](#)[Links to an external site.](#)

[Specimen Collection and Processing Procedures](#)

## **Basic Life Support for Healthcare Providers**

View the following videos by clicking the **Play** button.

**Non-Closed Captioned**

**Closed Captioned**

## **Module 6 Checklist**

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

[Download Module 6 Checklist.pdf](#)

## **Module 6 Skills Sheet0115**

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

[Download Module 6 Skills Sheet0115.pdf](#)

## **Chapter 53 Presentation**

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

[Download Chapter 53 Presentation.pdf](#)

## **Chapter 53 Study Guide**

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

[Download Chapter 53 Study Guide.pdf](#)

## **Kinn's Chapter 53 Practice Quiz**

## **Kinn's Chapter 53: Assisting in Phlebotomy Test**

## **Phlebotomy Practice Quiz**

## Phlebotomy Study Guide

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

[Download Phlebotomy Study Guide.pdf](#)

## Phlebotomy Test

## Phlebotomy Spelling List

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

[Download Phlebotomy Spelling List.pdf](#)

## Phlebotomy Spelling Test

### Instructions

Click the play button and listen to the word. Spell this word correctly by typing in the answer. The pronunciations are from Dictionary.com or Merriam-Weber.com.

## Module 7: 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:

[Lab Requisitions \(Links to an external site.\)Links to an external site.](#) - After viewing this video, complete the Laboratory Requisition Assignment.

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

[Order of Tube Draw \(Links to an external site.\)Links to an external site.](#)

[Venipuncture Part 1 \(Links to an external site.\)Links to an external site.](#)

[Venipuncture Part 2 \(Links to an external site.\)Links to an external site.](#)

### Closed Captioned Videos:

[Lab Requisitions \(Links to an external site.\)Links to an external site.](#) - After viewing this video, complete the Laboratory Requisition Assignment

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

[Order of Tube Draw \(Links to an external site.\)Links to an external site.](#)

[Venipuncture Part 1 \(Links to an external site.\)Links to an external site.](#)

[Venipuncture Part 2 \(Links to an external site.\)Links to an external site.](#)

## KCMA 0115 Module 7 Checklist

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

[Download KCMA 0115 Module 7 Checklist - Copy.pdf](#)

## KCMA 0115 Module 7 Skills Sheet 7 11 13

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

[Download KCMA 0115 Module 7 Skills Sheet 7 11 13 - Copy.pdf](#)

## Laboratory Requisition Assignment

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

[Download Laboratory Requisition Assignment.pdf](#)

## Lab Requisition Assignment Resources

Along with the instructions for the Lab Requisition Assignment in the module, you may use these resources to help you complete the required items.

The Physicians Orders are actual orders from doctors in a primary care clinic to demonstrate how you may be given orders for patients. Use the items with a number highlighted in yellow - these will have blood tests indicated (there may also be other items that are not blood tests - you must differentiate and need only deal with the blood tests). Items highlighted in green are the diagnoses that you must reassign with a ICD-9 (soon to be ICD-10) diagnosis code. If there is something highlighted with pink there is additional information given to help you identify. Be certain that the test you mark on the requisition is exactly what has been ordered. If you do not pay close attention to the details, an incorrect test may be ordered delaying needed results and producing a lower quality of patient care as well as unnecessary cost.

[Accessibility score: Low Click to improve Physicians Orders.pdf](#)

The following link is an interactive PDF Lab Requisition Form that may be used and printed to be turned in for this assignment.

[Accessibility score: High Click to improve COMPUTERIZED PROVIDER ORDER ENTRY Lab Requisition.pdf](#)

Additional Lab Requisitions may be printed for you to use and make additional copies as needed. These forms are also available in the classroom.

[Accessibility score: Low Click to improve Lab Requisition Forms.pdf](#)

The Insurance Referral Resource is not used at this time, but it is important for you to remember that your patient's may have specific labs that will be the 'preferred' lab depending on the patient's insurance coverage. The lab information is online resource information for you to research specimen requirements along with patient preparation needs and normal ranges as well as reasons for specific tests to be ordered.

[Accessibility score: Low Click to improve Insurance Referral Resource and Lab Resource.pdf](#)

## Specimen Collection

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

[Download Specimen Collection.pdf](#)

## Order of Tube Draw Detailed

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

[Download Order of Tube Draw Detailed.pdf](#)

## Module 8: 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:

[Butterfly 15-6 \(Links to an external site.\)Links to an external site.](#)

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

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

### Closed Captioned Videos:

[Butterfly 15-6 \(Links to an external site.\)Links to an external site.](#)

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

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

## KCMA 0115 Module 8 Checklist 7.18.13

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

[Download KCMA 0115 Module 8 Checklist7.18.13.pdf](#)

## KCMA 0115 Module 8 Skills Sheet 7 11 13

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

[Download KCMA 0115 Module 8 Skills Sheet 7 11 13.pdf](#)