

KCMA-0125-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 51

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

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

Content Updates

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Interactive Procedure Checklists

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Medical Terminology Audio Glossary

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Sample Certification Exams

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Medisoft Exercises

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Practice Partner Activities

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Module 1 Checklist0125

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[Download Module 1 Checklist0125](#)

Module Skills Sheet 1 0125

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Chapter 51 Study Guide

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

[Download Chapter 51 Study Guide](#)

Chapter 51 Presentation.pdf

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[Download Chapter 51 Presentation](#)

Kinn's Chapter 51 Practice Quiz

Kinn's Chapter 51: Assisting in the Clinical Laboratory Test

Intro to the Clinical Laboratory Spelling List

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[Download Intro to the Clinical Laboratory Spelling List](#)

Clinical Laboratory SpellingTest

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 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:

[Microscope 15-1 \(Links to an external site.\)Links to an external site.](#)

[Blood Smear 15-7 \(Links to an external site.\)Links to an external site.](#)

Closed Captioned Videos:

[Microscope 15-1 \(Links to an external site.\)Links to an external site.](#)

[Blood Smear 15-7 \(Links to an external site.\)Links to an external site.](#)

KCMA 0125 Module 2 Checklist7.18.13

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

[Download KCMA 0125 Module 2 Checklist7.18.13](#)

KCMA 0125 Module 2 Skills Sheet UPDATE 7.10.13

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

[Download KCMA 0125 Module 2 Skills Sheet UPDATE 7.10.13](#)

Procedure 51-1: Microscope

Task: To focus the microscope properly, using a prepared slide, under low power, and high power.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

KCMA 0100 Mod 2 NFPA Labeling System

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KCMA 0100 Mod 2 Material Safety Data Sheets

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Mind the label GHS vs MSDS

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

[Download Mind the label GHS vs MSDS info.docx](#)

OSHA MSDS ghsoverview

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[Download OSHA MSDS ghsoverview.ppt](#)

Resources for Chapter 54

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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Coaguchek and Cardiochek Training Videos

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[Download Coaguchek and Cardiochek Training Videos](#)

Module 3 Checklist

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[Download Module 3 Checklist](#)

Module 3 Skills Sheet 0125

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Chapter 54 Presentation

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Chapter 54 Study Guide

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Kinn's Chapter 54 Practice Quiz

Kinn's Chapter 54: Assisting in the Analysis of Blood Test

Spelling List Update 3.13

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

[Download Spelling List Update 3.13](#)

Hematology/Serology Spelling Test

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:

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

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

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

[Hematocrit 15-4 \(Links to an external site.\)Links to an external site.](#)

[Hemoglobin 15-5 \(Links to an external site.\)Links to an external site.](#)

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

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

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

Closed Captioned Videos:

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

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

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

[Hematocrit 15-4 \(Links to an external site.\)Links to an external site.](#)

[Hemoglobin 15-5 \(Links to an external site.\)Links to an external site.](#)

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

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

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

KCMA 0125 Module 4 Checklist7.18.13

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KCMA 0125 Module 4 Skills Sheet7 10 13.pdf

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[Download KCMA 0125 Module 4 Skills Sheet7 10 13](#)

Procedure 53-4: Perform Capillary Puncture

Procedure 53-4: Perform Capillary Puncture

Task: To collect a capillary blood specimen suitable for testing, using fingertip puncture technique.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 54-1: Perform a Microhematocrit

Task: To perform a microhematocrit test accurately.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 54-2: Preventative Maintenance

Task: To perform daily, monthly, and quarterly quality control on a microhematocrit centrifuge..

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 54-3: Perform a hemoglobin

Task: To determine accurately the level of hemoglobin present in a blood sample using the HemoCue B-Hemoglobin System.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 54-4 Erythrocyte Sedimentation Rate (ESR)

Task: To fill a Westergren tube properly and to observe and record an erythrocyte sedimentation rate (ESR) obtained by using the Westergren method.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 45-1: Perform a Blood Glucose

Task: To perform a blood test for diabetes mellitus accurately and to educate the patient on maintaining a glucose flow sheet.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 55-8: Perform the CLIA Waived Mononucleosis Test

Task: To perform and interpret a slide test for infectious mononucleosis.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

CBC and CMP Lab and Written Assignment

1. Review the Quick Reference Operating Instructions for the two automated blood testing equipment using links below. The Piccolo is an automated blood chemistry machine and the Emerald is an automated hematology machine. After review of the information ask your instructor to give you additional instructions relating to these two tests - Comprehensive Metabolic Panel (CMP) and Complete Blood Count (CBC).

[Accessibility score: Low Click to improve Piccolo Quick Reference Operating Instructions](#)

[Accessibility score: Low Click to improve Emerald Quick Reference Operating Instructions](#)

2. Complete the following worksheet after completing performance of these two tests. You may use the reference material included or research online or in your text.

[Accessibility score: High Click to improve CBC and CMP Assignment Interactive \(for upload into Canvas\)](#)

[Accessibility score: High Click to improve CBC and CMP Assignment \(print version\)](#)

[Accessibility score: Low Click to improve CBC and CMP Reference](#)

3. Submit the assignment through Canvas (preferred), or turn in to your instructor.

Resources for Chapter 52

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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Sample Certification Exams

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Prepare for Professional Practice

Medisoft Exercises

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Practice Partner Activities

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Work Products

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Resources for Chapter 55

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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Medical Assisting Competency Challenge

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Prepare for Exams

Sample Certification Exams

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Prepare for Professional Practice

Medisoft Exercises

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Practice Partner Activities

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Work Products

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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:

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

Closed Captioned Videos:

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

Module 5 Checklist2.13.13. Update

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

[Download Module 5 Checklist2.13.13. Update](#)

Module 5 Skills Sheet 2.13.13. Update 0125

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

[Download Module 5 Skills Sheet 2.13.13. Update 0125](#)

Chapter 52 Presentation.pdf

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

[Download Chapter 52 Presentation](#)

Chapter 52 Study Guide.pdf

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

[Download Chapter 52 Study Guide](#)

Kinn's Chapter 52 Practice Quiz

Kinn's Chapter 52: Assisting in the Analysis of Urine Test

Chapter 55 Presentation.pdf

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

[Download Chapter 55 Presentation](#)

Chapter 55 Study Guide.pdf

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

[Download Chapter 55 Study Guide](#)

Kinn's Chapter 55 Practice Quiz

Kinn's Chapter 55: Assisting in Microbiology and Immunology Test

Spelling List.

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

[Download Spelling List](#)

Microbiology-Urinalysis Spelling Test

Influenza vs cold.

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

[Download Influenza vs cold](#)

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:

[Bacterial Smear 12-12-18 \(Links to an external site.\)Links to an external site.](#)

[Gram Stain 12-15-20 \(Links to an external site.\)Links to an external site.](#)

[Throat Culture 15-19 \(Links to an external site.\)Links to an external site.](#)

[Rapid Strep Screen \(Links to an external site.\)Links to an external site.](#)

[Stool Specimen 15-16 \(Links to an external site.\)Links to an external site.](#)

[Pediatric Urine Collection \(Links to an external site.\)Links to an external site.](#)

[Dipstick Urine 15-12 \(Links to an external site.\)Links to an external site.](#)

[Microscopic Urine 15-14 \(Links to an external site.\)Links to an external site.](#)

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

[Sputum Collection 15-15 \(Links to an external site.\)Links to an external site.](#)

[Fecal Occult Blood 15-17 \(Links to an external site.\)Links to an external site.](#)

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

Closed Captioned Videos:

[Bacterial Smear 12-12-18 \(Links to an external site.\)Links to an external site.](#)

[Gram Stain 12-15-20 \(Links to an external site.\)Links to an external site.](#)

[Throat Culture 15-19 \(Links to an external site.\)Links to an external site.](#)

[Rapid Strep Screen \(Links to an external site.\)Links to an external site.](#)

[Stool Specimen 15-16 \(Links to an external site.\)Links to an external site.](#)

[Pediatric Urine Collection \(Links to an external site.\)Links to an external site.](#)

[Dipstick Urine 15-12 \(Links to an external site.\)Links to an external site.](#)

[Microscopic Urine 15-14 \(Links to an external site.\)Links to an external site.](#)

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

[Sputum Collection 15-15 \(Links to an external site.\)Links to an external site.](#)

[Fecal Occult Blood 15-17 \(Links to an external site.\)Links to an external site.](#)

[Wet Mount](#)

KCMA 0125 Module 6 Checklist 1.13.14

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

[Download KCMA 0125 Module 6 Checklist 1.13.14](#)

KCMA 0125 Module 6 Skills Sheet7 10 13

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[Download KCMA 0125 Module 6 Skills Sheet7 10 13](#)

Agar_Plating_Presentation

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

[Download Agar_Plating_Presentation](#)

Handout_Agar_Plating

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

[Download Handout_Agar_Plating](#)

Procedure 55-2: Agar Plating

Task: To inoculate a blood agar plate for the detection of the etiologic agent of "strep throat".

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 55-5: Direct Smear

Task: To prepare a smear from a clinical specimen or a culture medium for staining.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 37-8 & 55-6: Obtain Throat Culture / Complete Rapid Strep Test

Task: To collect a throat culture, using sterile technique, for immediate testing or for transportation to the laboratory.

Task: To perform a rapid strep screening test to assist in the diagnosis of strep throat and to follow up negative results by performing a throat culture collection.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score

COMPUTERIZED PROVIDER ORDER ENTRY Lab Requisition

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[Download COMPUTERIZED PROVIDER ORDER ENTRY Lab Requisition](#)

Procedure 55-1: Ova and Parasite Stool Test

Task: To instruct a patient in the proper collection of stool for an ova and parasite microscopic examination.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 42-5: Apply a Urinary Collection Device

Task: To apply a pediatric urinary collection device properly.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Handout_24_hour_Urine_Collection

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

[Download Handout 24 hour Urine Collection](#)

Procedure 52-1: 24-hour Urine Specimen

Task: To collect a 24-hour urine sample for creatinine clearance.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Handout_Clean_Catch_Urine_Sample

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

[Download Handout Clean Catch Urine Sample](#)

Procedure 52-2: Instruct Patient in Clean-catch Urine Specimen

Task: To instruct patients in the proper way to collect a contaminant-free urine sample for culture or analysis using the clean-catch midstream specimen (CCMS) technique.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 52-3: Color and Turbidity (Physical Urinalysis)

Task: To assess and record the color and clarity of a urine specimen.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 52-4: Measure Urine SG with Refractometer

Task: To calibrate a refractometer and measure the refractive index of urine. (A refractometer is also known as a total solids (TS) meter.)

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 52-5: Chemical Urinalysis / Reagent Strip

Task: To perform chemical testing on a urine sample.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 52-6: Microscopic Urinalysis

Task: To perform a microscopic examination of urine to determine the presence of normal and abnormal elements.

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.

Procedure 52-9: Urine Pregnancy Test

Task: To perform a pregnancy testing of urine

Standards: Complete the procedure and all critical steps in a reasonable time as determined by your instructor with a minimum score of 85% within three attempts.

Scoring: Failure to perform a critical step, indicated by an asterisk (*), results in an unsatisfactory overall score.