Salt Lake Community College

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

KCMA-0165-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 18

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.

Resources for Chapter 19

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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Content Updates

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Interactive Procedure Checklists

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Medical Assisting Competency Challenge

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Medical Terminology Audio Glossary

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Prepare for Exams

Sample Certification Exams

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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:

Modern Reimbursement Procedures (Links to an external site.)Links to an external site.

Insurance and Coding (Links to an external site.)Links to an external site.

Closed Captioned Videos:

Modern Reimbursement Procedures (Links to an external site.)Links to an external site.

Insurance and Coding (Links to an external site.)Links to an external site.

KCMA 0165 Module 1 Checklist

Accessibility score: High Click to improve

Download KCMA 0165 Module 1 Checklist.pdf

Module 1 Skills Sheet 0165

Accessibility score: High Click to improve

Download Module 1 Skills Sheet 0165.pdf

Kinn Chapter 18 Presentation

Accessibility score: Medium Click to improve

Download Kinn Chapter 18 Presentation.pdf

Supplement_Chapter

Accessibility score: Medium Click to improve

Download Supplement_Chapter.pdf

Kinn Chaptger 18 Study Guide

Accessibility score: Medium Click to improve

Download Kinn Chaptger 18 Study Guide.pdf

Kinn's Chapter 18 Practice Quiz

Kinn's Chapter 18: Basics of Diagnostic Coding Test

ICD-10 Assignment

PublishedCan't unpublish [missing %{name} value] if there are student submissions

Following the directions on the following worksheet, complete ICD-10 coding practices. Upon completion turn in to your instructor for credit. In a following module you will be completing the Health Insurance Claim form, therefore retain a copy of this information for use in the following module.

Accessibility score: Medium Click to improve ICD-10 Assignment

Accessibility score: Low Click to improve AMA ICD-9 ICD-10 Fact Sheet

Anesthesia and HCPCS Coding

Accessibility score: Perfect Click to improve

Download Anesthesia and HCPCS Coding.pdf

Kinn Chapter 19 Presentation

Accessibility score: Medium Click to improve

Download Kinn Chapter 19 Presentation.pdf

Kinn Chaptger 19 Study Guide

Accessibility score: Medium Click to improve

Download Kinn Chaptger 19 Study Guide.pdf

Kinn's Chapter 19 Practice Quiz

Kinn's Chapter 19: Basics of Procedural Coding Test

Intro to Insurance Procedures Spelling List..pdf

Accessibility score: High Click to improve

Download Intro to Insurance Procedures Spelling List..pdf

Insurance Procedures Spelling Test

Resources for Chapter 20

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.

Resources for Chapter 21

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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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

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Practice Partner Activities

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Work Products

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Module 2 Checklist 0165

Accessibility score: High Click to improve

Download Module 2 Checklist 0165.pdf

Module 2 Skills Sheet 0165

Accessibility score: High Click to improve

Download Module 2 Skills Sheet 0165.pdf

Kinn Chapter 20 Presentation

Accessibility score: Medium Click to improve

Download Kinn Chapter 20 Presentation.pdf

Kinn Chaptger 20 Study Guide

Accessibility score: Medium Click to improve

Download Kinn Chaptger 20 Study Guide.pdf

Kinn's Chapter 20 Practice Quiz

Kinn's Chapter 20: Basics of Health Insurance Test

Kinn Chapter 21 Presentation

Accessibility score: Medium Click to improve

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Kinn Chaptger 21 Study Guide.pdf

Accessibility score: High Click to improve

Download Kinn Chaptger 21 Study Guide.pdf

Kinn's Chapter 21: The Health Insurance Practice Quiz

Kinn's Chapter 21: The Health Insurance Test

CMS1500

Accessibility score: Low Click to improve

Download CMS1500.pdf

Health Insurance Claim Forms - Work Products 21-1 to 21-5

PublishedCan't unpublish [missing %{name} value] if there are student submissions

Using the information in your Kinn's Study Guide complete the claim forms. You may use the forms within the PCM or online in Evolve, or you may use the electronic versions below and submit your final product in Canvas.

Accessibility score: High Click to improve CMS_1500 Insurance Claim Form

Accessibility score: Low Click to improve CMS-1500 2-12 Demonstration/Example

CMS-1500 2-12 Demo

Accessibility score: Low Click to improve

Download CMS-1500 2-12 Demo.pdf

Health Insurance Claim Form Using ICD-10 Coding

PublishedCan't unpublish [missing %{name} value] if there are student submissions

Complete the Health Insurance Claim Form using the link below and the information to follow. You may print the completed form to turn in to your instructor for credit or you may do a screen shot, save and upload into Canvas. Please inform your instructor of your completion and have the Skills Sheet signed off for this assignment.

Accessibility score: High Click to improve CMS_1500 UPDATEd Health Insurance Claim Form for ICD-10 Coding

Section 3: Health Insurance Claim Form Completion:

Complete the CMS 1500 Insurance Claim Form Based on the following information:

A new patient, was examined today May 1, 20xx by Dr. Rogers for pain in the lower back that has been ongoing for the past several months. There has been no injury. The patient has been taking Ibuprofen 200 mg 2 Tablets 3-4 times daily with minimal relief.   Dr. Rogers spends approximately 30 minutes reviewing patient's detailed medical history and performs a detailed exam. The medical decision making was of low complexity. A charge of $85.00 will be billed to the patient's insurance, and the patient is required to pay a $30.00 copay amount at the time of the visit. A referral will be made for the patient to have lumbar spine x-rays performed at XYZ Radiology. The patients spouse is with the patient and a consent form has been signed to allow appointment information to be left with spouse if patient is not available.

Diagnosis: Ankylosing spondylitis, lumbar spine

Resource:

Newby, C., & Carr, N. (2013). Diagnostic Coding. Insurance in the Medical Office From Patient to Payment (p. 96-97). New York, New York: McGraw Hill.

Resources for Chapter 22

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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Interactive Procedure Checklists

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

Medical Assisting Competency Challenge

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Medical Terminology Audio Glossary

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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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Resources for Chapter 23

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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Content Updates

[View](#)

Interactive Procedure Checklists

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Medical Assisting Competency Challenge

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Medical Terminology Audio Glossary

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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

[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:

[Practicing Finance Skills (Links to an external site.)Links to an external site.](#)

Closed Captioned Videos:

[Practicing Finance Skills](#)

Module 3 Checklist UPDATED 12.09.13

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

[Download Module 3 Checklist UPDATED 12.09.13.pdf](#)

Module 3 Skills Sheet

Accessibility score: High Click to improve

Download Module 3 Skills Sheet.pdf

Kinn Chapter 22 Presentation

Accessibility score: Medium Click to improve

Download Kinn Chapter 22 Presentation.pdf

Kinn Chaptger 22 Study Guide

Accessibility score: Medium Click to improve

Download Kinn Chaptger 22 Study Guide.pdf

Kinn's Chapter 22 Practice Quiz

Kinn's Chapter 22: Professional Fees, Filling, and Collecting Test

Kinn Chapter 23 Presentation

Accessibility score: Medium Click to improve

Download Kinn Chapter 23 Presentation.pdf

Kinn Chaptger 23 Study Guide

Accessibility score: Medium Click to improve

Download Kinn Chaptger 23 Study Guide.pdf

Kinn's Chapter 23 Practice Quiz

Instructions

Browser Issues

Kinn's Chapter 23: Banking Services and Procedures Test

Collecting Fees & Medical Office Management Spelling List

Accessibility score: High Click to improve

Download Collecting Fees & Medical Office Management Spelling List.pdf

Collecting Fees & Medical Office Management Spelling Test

Resources for Chapter 24

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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Content Updates

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Interactive Procedure Checklists

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Medical Assisting Competency Challenge

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Medical Terminology Audio Glossary

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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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Resources for Chapter 25

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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Content Updates

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Interactive Procedure Checklists

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Medical Assisting Competency Challenge

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Medical Terminology Audio Glossary

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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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Resources for Chapter 26

Prepare for Class, Clinical, or Lab

Chapter Review Activities

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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

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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 Checklist

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

[Download Module 4 Checklist.pdf](#)

Module 4 Skills Sheet

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

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

Kinn Chapter 24 Presentation

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

[Download Kinn Chapter 24 Presentation.pdf](#)

Kinn Chaptger 24 Study Guide

Accessibility score: Medium Click to improve

Download Kinn Chaptger 24 Study Guide.pdf

Kinn's Chapter 24 Practice Quiz

Kinn's Chapter 24: Management of Practice FinancesTest

Kinn Chapter 25 Presentation.pdf

Accessibility score: Medium Click to improve

Download Kinn Chapter 25 Presentation.pdf

Kinn Chaptger 25 Study Guide.pdf

Accessibility score: Medium Click to improve

Download Kinn Chaptger 25 Study Guide.pdf

Kinn's Chapter 25 Practice Quiz

Kinn's Chapter 25: Medical Practice Management and Human Resources Test

Kinn Chapter 26 Presentation.pdf

Accessibility score: Medium Click to improve

Download Kinn Chapter 26 Presentation.pdf

Kinn Chaptger 26 Study Guide.pdf

Accessibility score: Medium Click to improve

Download Kinn Chaptger 26 Study Guide.pdf

Kinn's Chapter 26 Practice Quiz