

KCMA-0420-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

Note: If you have not completed your **background check, drug screen, and immunizations** when you enroll, now is the time to do so, or you will **NOT** be able to sign up for the KCMA-0431 course to complete your program.

STEPS:

1. The Module 1 Checklist and the Module 1 Skills Sheet. At the top of the Scribd viewer, click the Print link. You will use this checklist as a guide to complete this module. These sheets will be used as you complete this module. The instructor will sign off each task as you complete it.

2. Complete: the following exams:

For additional review you may complete the optional exams:

Kinn's Medical Assisting

Language of Medicine

Then complete:

Medical Assisting Final Practice

Medical Assisting Final

3. Finish: *Congratulations!* Turn in your Skills Sheet with your name and the date that you completed your last assignment in to your instructor to ensure that you have received credit for this module. Move on to Module 2.

Medical Assistant Clinical Skills

Practice Log Sheet

Skills Sheet

Student:

The skills or tasks on this list must be signed by the instructor as the student completes each task and then returned to the instructor at the end of the module.

Practice #1 – Instructor must be present to demonstrate appropriate skills

Practice #2-#9 (or middle practice sessions if less than 10 required) – student may practice with classmates, ask instructor as needed.

Test #10 (Final) – The Instructor must observe the entire procedure of the final practice. Students demonstrate the appropriate skills as deemed appropriate by the instructor. The Student will repeat as necessary until he/she is deemed competent for the skill. (Review the skills sheet from *Medical Assisting Administrative and Clinical Skills Workbook*)

Review test from Kinn's Medical Assisting (Optional)

Instructions

Read the questions carefully and choose the best answers

Review test from Language of Medicine (Optional)

Instructions

Read each question carefully and choose the best answers.

Medical Assisting Final Practice

Medical Assisting Final Exam- Requires Respondus LockDown Browser

Instructions

Read the question and answer correctly.

Module 2 Checklist

Note: Before you are placed in your externship all requirements must be met (**background check, drug screen, immunizations or other testing**). Annual Influenza vaccines are a requirement if you will be in clinic between October 1-March 31. You must also have a Hepatitis B titer done to prove immunity prior to the externship. Please update these and any other requirements that have not yet been met previously. If you have questions please check with your instructor. You will NOT be able to sign up for the KCMA 0431 course to complete the program until these are met.

STEPS:

- 1.** The Module 1 Checklist and the Module 1 Skills Sheet. At the top of the Scribd viewer, click the Print link. You will use this checklist as a guide to complete this module. These sheets will be used as you complete this module. The instructor will sign off each task as you complete it.
- 2. Complete:** a paragraph written on the roles of Medical Assistant upon reading the following information. Click on the following link: <http://www.aama-nfl.org/resources/library/role-delineation-2003.pdf> When you complete the reading, write a paragraph explaining clearly the roles of a medical assistant. Upload your work to Canvas. Follow the instructions on Module 1 Assignment. Then ask the instructor to sign off the Medical Assistant Role Paragraph part of the Skills Sheet.
- 3. Take:** Externship Test. Click on the link "Externship Test" below. You must pass this test with at least 80% to continue. Ask your instructor to sign off the Externship Test portion of the Skills Sheet.
- 4. Review:** Meet with your instructor to review and complete the externship packet. You will locate the appropriate externship site with the help of your instructor to complete 165 hours of externship. When you are prepared, take the Externship Test.
- 5. Complete (optional but highly encouraged):** Complete the MA Exam Review Practice Questions section found on the Evolve website. This will help prepare you for the final and for certification tests. Also medical terminology and A&P tests on AAMA website.
- 6. Finish:** *Congratulations!* You have now completed the Clinical Medical Assisting Program classroom portion! Contact the instructor to complete the required paperwork and placement assistance for externship to complete the program.

Medical Assistant Clinical Skills

Practice Log Sheet

Skills Sheet

Student:

The skills or tasks on this list must be signed by the instructor as the student completes each task and then returned to the instructor at the end of the module.

Practice #1 – Instructor must be present to demonstrate appropriate skills

Practice #2-#9 (or middle practice sessions if less than 10 required) – student may practice with classmates, ask instructor as needed.

Test #10 (Final) – The Instructor must observe the entire procedure of the final practice. Students demonstrate the appropriate skills as deemed appropriate by the instructor. The Student will repeat as necessary until he/she is deemed competent for the skill. (Review the skills sheet from *Medical Assisting Administrative and Clinical Skills Workbook*)

Module 2 Assignment

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

Write a paragraph on the roles of Medical Assistant upon reading the following information. Click on the following link: <http://www.aama-ntl.org/resources/library/role-delineation-2003.pdf> (Links to an external site.)[Links to an external site.](#)

When you complete the reading, write a paragraph explaining clearly the roles of a medical assistant. Save your document as M2A(yourname). Follow the instructions below on uploading your assignment.

Instructions:

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.

ITEMS NEEDED FOR EXTERNSHIP PLACEMENT

Review / complete the items below to be sure these are in place and up to date.

All must be complete before consideration for externship placement including completion of all program courses.

1. Background Check
2. Drug Screen
3. Immunization History

Must include the following up to date immunizations:

- Influenza Vaccine (within the current year / flu season)
- TDaP
- Hepatitis B (series of 3)
- TB testing (two step if initial test) or negative CXR completed

WITHIN THE PAST 12 MONTHS

- MMR (two doses)
- Chickenpox immunity – either vaccine or history of disease
- 4. **CURRENT** CPR card

5. Dress standards of placement facility including:
 - Scrubs (U of U placement requires only Red, Black or Navy Blue scrubs)
 - Shoes (white closed toe athletic shoes)
 - Watch with second hand
 - Stethoscope
 - Administrative externs may be required to wear either scrubs or business attire – at the discretion of the externship site.
6. **CURRENT** HIPAA certificate (must have been completed within the past year).
7. Professional Resume:
 - Electronic copy of resume in PDF format is necessary to submit applications to externship facilities and must be completed before application can be started.
 - Submit by email to

Medical Assistant Externship Student Agreement

The purpose of this agreement is to eliminate any misunderstanding regarding your behavior and what is acceptable.

You are expected:

- 1) To arrive on the job “ready to work” at the designated time and not leave until you are excused by facility staff. Tardiness will not be accepted. Remember you are still a SLCC SAT student, and attendance is mandatory. You will be supervised by an on-site staff member as well as your clinical instructor. Call your clinical instructor *and* site supervisor if you are going to be absent.
- 2) To respect the privacy of physicians, facility staff and co-workers by not entering areas that are restricted (you have no need to be in) or by handling private or personal documents.
- 3) To be courteous and respectful to the physicians, care providers, facility staff, patients and co-workers at all times.
- 4) To remain attentive and present throughout the entire daily work time so as to not endanger the patients.
- 5) To speak respectfully to physicians, care providers, facility staff, co-workers and patients at all times.
- 6) To not remove any supplies or property from the facility unless authorized by physician or facility staff and to not destroy facility property.
- 7) To complete 90/ 160 / 165 hours of externship without monetary compensation and document only the hours that are actually worked.
(Hours depend on training plan.)
- 8) To dress appropriately, including name tag, for the duties performed (professional clothing under a white lab coat, scrubs, or uniform with clean shoes). To be well groomed and display impeccable personal hygiene (clean hair and body, professional make-up and nails, no excessive jewelry, etc.)
- 9) To not use, possess, distribute or be under the influence of alcohol or controlled substances.
- 10) To report any accident or injury sustained while at the extern site immediately to SLCC SAT (Human Resources or instructor) so the proper paper work/treatment may be completed.
- 11) To adhere to any facility or college policies that are not otherwise itemized.



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

I understand that any violation of these procedures can result in termination from my Medical Assistant Externship. The duration of my termination will be determined by my instructor, sponsor, counselor and administrative College staff. Depending on the severity of the violation, I understand that it may lead to my termination from the Salt Lake Community College School of Applied Technology.

Student

Instructor

Date

I have also read and understand the Externship Syllabus and the required items necessary to locate an externship site.

Student Signature

Externship Exam