

RARITAN VALLEY COMMUNITY COLLEGE ACADEMIC COURSE OUTLINE

MATC-128 Medical Assistant Professional Practicum

I. Basic Course Information

A. Course Number and Title:	MATC-128 Medical Assistant Professional Practicum
B. New or Modified Course:	Modified
C. Date of Proposal:	Fall 2012
D. Sponsoring Department:	Health Science Education
E. Semester Credit Hours:	6
F. Weekly Contact Hours:	On site average: 32 hours/week
G. Prerequisites:	MATC-121 Clinical Medical Assistant Principles MATC-116 Phlebotomy Theory & Lab HLTH-107 Pathophysiology HLTH-109 Pharmacology
H. Laboratory Fees:	Yes
I. Department Chair:	Patrice Case pcase@raritanval.edu (908) 526-1200, Ext. 8915

II. Catalog Description

Prerequisites: MATC-121 Clinical Medical Assistant Principles
MATC-116 Phlebotomy Theory & Lab
HLTH-107 Pathophysiology
HLTH-109 Pharmacology

The Professional Practicum course is designed to provide the medical assistant student with administrative and clinical experience in the medical assisting field. The practicum site will provide the student with a broad base of “hands on” experiences. Emphasis is placed on preparing the student to perform safely and competently in an administrative and clinical environment. Students are to maintain a consistent level of professionalism, appearance, and attendance throughout the entire practicum. Students will sign a statement at the beginning of the practicum advising them that they will not be paid for practicum services and that they must provide their own transportation to the practicum site.

III. Statement of Course Need

- A. An unpaid, supervised practicum is required prior to graduation from the Medical Assistant Program. The Medical Assistant Professional Practicum allows the medical assistant student an opportunity to put the skills they have learned in the classroom setting to the real life environment, which will include patients, doctors, and office staff members. The practicum is an integral part of the Medical Assistant curriculum and fulfills a portion of the cognitive, psychomotor, and affective competency requirements of the Medical Assistant Education Review Board (MAERB), the certifying agency for medical assistants. Students must successfully complete this course in order to take a national certification examination and to practice as a qualified Medical Assistant.
- B. The lab component helps the student to understand the theoretical components through application of phlebotomy principles.
- C. Transfer of this course is as a free elective.

IV. Place of Course in College Curriculum

- A. Free Elective
- B. This course is required for completion of the Medical Assistant certificate, as defined by the Medical Assistant Education Review Board (MAERB). This course meets a requirement in the two semester Medical Assistant certificate program.
- C. Course transferability: This course will be placed on the NJ Transfer Website for evaluation www.njtransfer.org. For all other colleges and universities, go to their individual websites.

V. Outline of Course Content

The student will spend a total of 160 hours at an assigned practicum site performing administrative and clinical tasks. Their tasks will include those skills acquired in MATC-111, MATC-121 and MATC-116 including, but not limited to:

A. Administrative Tasks

1. Use proper telephone techniques.
2. Schedule appointments.
3. Receive and process office patients.
4. Complete written communications and mail processing.
5. Prepare and maintain medical records.
6. Collect fees and assist in the billing process.
7. Use proper diagnosis and procedural codes.
8. Process and follow up on health insurance claims.
9. Use hardware and software to process patient data.
10. Carry out banking procedures.

B. Clinical Tasks

1. Maintain Standard Precautions.

2. Perform patient assessment.
3. Assist in educating patients.
4. Promote health prevention and awareness.
5. Assist with emergencies.
6. Assist with primary patient examinations.
7. Prepare for surgical procedures.
8. Assist with minor surgical procedures.
9. Clean and sterilize instruments.
10. Perform pulmonary function tests.
11. Perform ECGs.
12. Perform phlebotomy procedures.
13. Perform urinalysis.
14. Obtain cultures.
15. Process lab requests.
16. Observe the administration of medications.
17. Take vital signs.
18. Assist with OB/GYN exams.
19. Call in prescriptions to pharmacies.
20. Perform quick strep testing.
21. Perform pregnancy testing.
22. Perform telephone call backs.

VI. Educational Goals and Learning Outcomes

A. Educational Goals

Students should be able to:

1. Demonstrate critical thinking in decision making (GE-NJ *)
2. Utilize appropriate verbal and nonverbal communication techniques (GE-NJ 1)
3. Employ ethical behaviors based upon the Medical Assistant's Creed when providing care (GE-NJ ER)

(*Embedded critical thinking)

B. Learning Outcomes

At the completion of the course, students will be able to:

1. practice within the scope of education, training, and personal capabilities
2. demonstrate effective communication skills
3. demonstrate professionalism
4. show initiative and responsibility
5. promote the profession
6. perform clinical duties as described in the course content
7. perform administrative duties as described in the course content
8. record daily activities and observations in the practicum logs and journals
9. demonstrate patient confidentiality and medical documentation

VII. Modes of Teaching and Learning

- A. Ongoing interaction with patients, physicians, office staff, preceptor and practicum coordinator
- B. Hands-on experience at practicum site
- C. Preceptor and practicum coordinator's demonstration and guidance
- D. Logging and journalizing activities

VIII. Papers, Examinations, and other Assessment Instruments

Assessment methods will be:

- A. Written logs, journals, and evaluations by the student of the practicum experience
- B. Evaluation by preceptor
- C. Evaluation by practicum coordinator

IX. Grade Determinants

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| A. Evaluation by preceptor: | 60% |
| B. Evaluation by practicum coordinator: | 20% |
| C. Completion of evaluations, logs and journals: | 20% |

X. Texts and Materials

- A. Instructor prepared materials
- B. Evaluations, logs, journals
- C. Practicum site supplies and equipment

XI. Resources

- A. Reference books, pamphlets, journals, the internet, and other resources at the practicum site.

XII. Honors Options: None available

Special Addendum for Medical Assistant Outlines

Performance Requirements

Students must achieve 100% competency in all psychomotor (P) and affective (A) learning outcomes in order to graduate from the Medical Assistant Program.

Students must achieve a grade of C (75%) or better in this course to graduate from the Medical Assistant Program.

Reasonable Accommodation: *Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course MUST provide documentation of accommodations from the RVCC Office of Disability Services, C-143. No accommodations will be made without this documentation.*