



## Certified Clinical Medical Assistant A.S. MED K 111

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### No Prerequisite

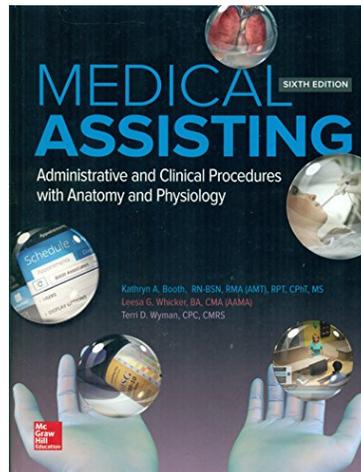
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#### Course Description:

This course covers the theory, practice and techniques of fundamental medical office management and an overview of the profession of medical assisting and its role in providing quality health care will be discussed. Healthcare administrative functions, including office responsibilities, safety in the office environment, communication techniques, medical records management, schedule management, professionalism and legal and ethical issues will be emphasized.

#### Required Text:

Booth, K., Whicker, L., and Wyman, T. (2017). *Medical Assisting – Administrative and Clinical Procedures w/Anatomy and Physiology, 6e*. New York, NY: McGraw-Hill Higher Education.



Recommended Text: N/A

**Course Goal:**

Upon successful completion of this course, the student will learn about the basic functions of the medical office. How to become an integral part of the health care environment. Student will be exposed to communication skills, office management, professionalism skills and how to be successful.

**Chapters Covered:**

CHAPTER 1 Introduction to Medical Assisting  
 CHAPTER 2 Healthcare and the Healthcare Team  
 CHAPTER 3 Professionalism and Success  
 CHAPTER 4 Interpersonal Communication  
 CHAPTER 5 Legal and Ethical Issues  
 CHAPTER 7 Safety and Patient Reception  
 CHAPTER 8 Office Equipment and Supplies  
 CHAPTER 16 Scheduling Appointments  
 CHAPTER 9 Examination and Treatment Areas  
 CHAPTER 10 Written and Electronic Communication  
 CHAPTER 11 Medical Records and Documentation  
 CHAPTER 12 Electronic Health Records  
 CHAPTER 13 Managing Medical Records  
 CHAPTER 14 Telephone Techniques

**Evaluation:**

This course is a core course for Medical Assisting majors. For Medical Assisting students, in ***Failure to achieve a final grade of 73 (C) or better and/or failure to pass the competency skills identified within this course will result in the student being required to repeat the course.***

Goodwin College uses the following academic grading system:

Grade	Points	Explanation	Grade	Points	Explanation
<b>A (93-100)</b>	4.0	Excellent	<b>C (73-76)</b>	2.0	Satisfactory
<b>A- (90-92)</b>	3.7	Excellent	<b>C- (70-72)</b>	1.7	Below Average
<b>B+ (87-89)</b>	3.3	Good	<b>D+ (67-69)</b>	1.3	Poor
<b>B (83-86)</b>	3.0	Good	<b>D (63-66)</b>	1.0	Poor
<b>B- (80-82)</b>	2.7	Good	<b>D- (60-62)</b>	0.7	Poor
<b>C+ (77-79)</b>	2.3	Satisfactory	<b>F (below 60)</b>	0.0	Fail

## Grading Policy:

The assessment and grading of student performance in this course is based on the following activities.

<b>Tests/Quizzes</b>	<b>20%</b>
<b>Project</b>	<b>25%</b>
<b>Homework Assignments &amp; Case Studies</b>	<b>20%</b>
<b>Class Participation/Attendance</b>	<b>15%</b>
<b>Final Examination</b>	<b>20%</b>
<b>Total</b>	<b>100%</b>

## Coursework Expectations:

Below are descriptions of the methods of assessment. Additional instructions and rubrics will be provided by your instructor and listed in Blackboard.

This is an intense course requiring a significant commitment on behalf of the student. In order to do well, there is an expectation that students will spend a significant time outside of the class dedicated to studying the material and working on homework assignments and/or projects. **You should plan for a MINIMUM of 9 hours outside class per week** completing your assignments not including preparation for class.

## Course Policies:

1. All assignments and the final exam must be completed. Your participation in the classroom projects is vital to the learning process and attendance is a key ingredient of your success in the workplace. Students are required to bring their student workbook/clinical skills competency book with them to EVERY class. Each student must conduct themselves in a manner reflecting the professionalism of a medical assistant and come to the first lab dressed appropriately.

## Excused absences are:

- You or your child is sick as documented by a doctor's note.
- A death in the family that is documented by a clergy member, funeral home, or death certificate.
- A graduation in your immediate family (mother, father, son, daughter, brother, sister, husband, and/or wife) that is documented with a graduation program or letter from the school.
- You have a court date that cannot be changed and you provide a copy of the summons.
- Extenuating circumstances at the discretion of the instructor.

### Course Outline / Calendar

Date	Topic(s) Covered	Assignments / On Bb	Test / Assessments
8/29/2018	Class Introduction CHAPTER 1 Intro To Medical Assisting		
9/4/2018	Class Introduction CHAPTER 1 Intro To Medical Assisting		
9/10/2018	CHAPTER 2 working in the Healthcare Team		
9/12/2018	CHAPTER 2 working in the Healthcare Team	CHAPTER 1, 2 Assignments Completed on Bb	
9/17/2018	CHAPTER 3 Professionalism and Success		
9/19/2018	CHAPTER 3 Professionalism and Success	CHAPTER 3 Assignment Completed on Bb	
9/24/2018	CHAPTER 4 Interpersonal Communication		Test 1 CHAPTERS: 1, 2, 3
9/26/2018	CHAPTER 4 Interpersonal Communication		
10/1/2018	CHAPTER 5 Legal and Ethical Issues	CHAPTER 4 Assignment Completed on Bb	
10/3/2018	CHAPTER 5 Legal and Ethical Issues		
10/8/2018	CHAPTER 7 Safety and Patient Reception	CHAPTER 5 Assignment Completed on Bb	
10/10/2018	CHAPTER 7 Safety and Patient Reception		
10/15/2018	CHAPTER 8 Office Equipment and Supplies	CHAPTER 7 Assignment Completed on Bb	
10/17/2018	CHAPTER 8 Office Equipment and		

	Supplies		
<b>10/22/2018</b>	CHAPTER 14 Telephone Techniques	CHAPTER 8 Assignment Completed on Bb	Test 2 CHAPTERS: 4, 7, 8
<b>10/29/2018</b>	CHAPTER 14 Telephone Techniques		
<b>10/31/2018</b>	CHAPTER 16 Schedule Management		
<b>11/5/2018</b>	CHAPTER 16 Schedule Management		
<b>11/7/2018</b>	CHAPTER 9 Examination and Treatment Areas	CHAPTER 14, 16 Assignments completed on Bb	Group Projects CHAPTERS: 14, 16, 9
<b>11/12/2018</b>	CHAPTER 9 Examination and Treatment Areas		
<b>11/14/2018</b>	CHAPTER 10 Written and Electronic Communication		
<b>11/19/2018</b>	CHAPTER 10 Written and Electronic Communication		
<b>11/21/2018</b>	CHAPTER 11 Medical Records and Documentation		
<b>11/26/2018</b>	CHAPTER 11 Medical Records and Documentation		
<b>11/28/2018</b>	CHAPTER 12 Electronic Health Records	CHAPTERS 10, 11 Completed assignments on Bb	
<b>12/3/2018</b>	CHAPTER 12 Electronic Health Records		
<b>12/5/2018</b>	CHAPTER 13 Managing Medical Records		
<b>12/10/2018</b>	CHAPTER 13 Managing Medical Records		
<b>12/12/2018</b>		CHAPTERS 12, 13 Completed assignments on Bb.	Test 3 CHAPTERS: 12, 13
<b>12/17/2018</b>	Final Exam	Cumulative	

**Tutoring and Academic Success Center (TASC)  
C117**

[www.trcc.commnet.edu/learning-resources/tutoring-tasc](http://www.trcc.commnet.edu/learning-resources/tutoring-tasc)

TASC provides free academic support to TRCC students primarily through face-to-face tutoring. Additionally, handouts, books, and other academic resources are available for loan. Visit TASC's website for information about hours and online workshops.

**Tutoring Center**

The Tutoring Center provides free one-to-one and group tutoring for most courses and is available by appointment or walk-in; appointments are suggested and can be made in person or by phone. Contact us at [TASC@threeivers.edu](mailto:TASC@threeivers.edu).

**Writing Center**

Writing reviews are available on a walk-in basis, by appointment, or by e-mail. Services are intended to help students learn to improve their writing, edit, and revise their own work successfully. Send questions or paper submissions to: [TRWritingCenter@threeivers.edu](mailto:TRWritingCenter@threeivers.edu).

Online tutoring is also available! Ask TASC consists of two components: the Ask TASC discussion board and a link to the Writing Center's e-mail instructions. All currently-enrolled students can access "Ask TASC" by logging into "Blackboard" and selecting "Ask TASC" from their course list.

**Library Services  
C119**

Please refer to the following link:

[www.threerivers.edu/Div IT/Library/Library.shtml](http://www.threerivers.edu/Div_IT/Library/Library.shtml)

Monday - Thursday, 8:30 am – 8:00 pm; Friday, 8:30 am – 3:00 pm  
The Donald R. Welter Library is committed to supporting the research and information needs of faculty, staff and students and providing quality library services and resources for the diverse community of TRCC.

**Counseling Services / Student Support Services**

Please refer to the following link:

[www.threerivers.edu/student-life/support-services/disability-services-accommodations/](http://www.threerivers.edu/student-life/support-services/disability-services-accommodations/)

**Academic Integrity**

The effective operation of any organization is dependent on the honesty and goodwill of its members. In an organization devoted to the pursuit of knowledge, acting with integrity is essential to effective teaching and learning. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. To emphasize the importance of academic integrity, Three Rivers Community College adheres to the Student Code of

Conduct and Discipline Policy, as provided by the Connecticut State Colleges and Universities (CSCU) - Board of Regents for Higher Education. Since collaboration is central to the 54 learning community, Three Rivers wishes to emphasize that this policy is not intended to discourage collaboration when appropriate, approved, and disclosed.  
[www.trcc.commnet.edu/wp-content/uploads/2017/06/trccstudenthandbook.pdf](http://www.trcc.commnet.edu/wp-content/uploads/2017/06/trccstudenthandbook.pdf)

**Important Dates**

[www.threerivers.edu/admissions/important-dates-contacts/](http://www.threerivers.edu/admissions/important-dates-contacts/)

**Book Store**

[www.trcc.commnet.edu/learning-resources/bookstore/](http://www.trcc.commnet.edu/learning-resources/bookstore/)