

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Medical Assisting Technology</u>
COURSE RUBRIC AND NUMBER	<u>MDCA 1317</u>
COURSE TITLE	<u>Procedures in a Clinical Setting</u>
COURSE CREDIT HOURS	<u>3 2 :</u> <u>4</u>
	Credits Lec. Lab

I. Catalog Description

Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory settings. Lab coat is required for this course and will not be provided by the instructor. A grade of "C" or better is required to take the next course. **(2:4). Lab fee. Professional Practice Insurance required.**

II. Course Objectives

A. Unit I. Infection Control and Safety

1. Comprehend the stages of infectious diseases and ways of controlling infection.
2. Use federal regulations and guidelines for personal protection and disposal of infection waste.
3. Recognize an emergency to include wounds, burns, and joint injuries.
4. Observe universal precautions.
5. Maintain security of medicine cabinets.
6. Practice risk management.
7. Apply OSHA regulations.
8. Apply CLIA regulations.
9. Prepare and clean exam rooms.
10. Recognize and react to security codes.
11. Employ preventive measures.
12. Maintain MSDS (Material Safety Data Sheets).

B. Unit II. Patient Assessment

1. Perform a complete medical history and adequate methods of documentation.
2. Perform vital signs and measurements.
3. Perform the basic physical examination with all methods available.
4. Obtain consent to treatment.
5. Maintain facilities to prevent slips and falls.
6. Verify DNR records.
7. Document procedures.
8. Report incidents, e.g., needle sticks, blood.

9. Pull charts.
 10. File charts.
 11. Scan (file) EMRs (Electronic Medical Records).
 12. Update patient records.
 13. Call in and fax prescriptions or medical statements.
 14. Verify scheduled appointments.
 15. Make copies.
 16. Prepare charts.
 17. Update demographics.
 18. Obtain results and update records.
 19. Answer phones.
 20. Take messages.
 21. Explain office procedures.
 22. Maintain charts.
 23. Release medical records.
 24. Welcome visitors.
 25. Maintain password security.
 26. Utilize medical record office software.
 27. Utilize Microsoft Office software.
 28. Utilize EMR software.
 29. Store and retrieve information.
 30. Greet patient and verify patient date of birth and name.
 31. Verify demographics.
 32. Verify current medications.
 33. Verify shot record.
 34. Verify recent lab results.
 35. Assess and verify patient allergies.
 36. Take vitals.
 37. Document vitals.
 38. Identify chief complaint.
 39. Listen and respond appropriately to patient concerns.
 40. Take history and physical.
 41. Inform doctor of abnormal blood pressure, tests.
 42. Apply HIPAA (Health Insurance Portability and Accountability).
 43. Confirm patient understanding of procedures.
 44. Document immunization card.
 45. Document non-compliance.
 46. Document patient instructions, e.g., do not drive.
 47. Obtain consent to photograph.
 48. Report abuse (elderly, child)
 49. Position patient for X-rays
- C. Unit III. Integrated Clinical Procedures
1. Assist with minor surgery and identify surgical instruments, surgical asepsis, and preparation of patients.
 2. Identify types of nutrients and the nutrition requirements at different ages.
 3. Utilize the role of medical assistant in rehabilitation medicine and body mechanics.
 4. Explain health care law.

- 5. Administer and perform lab tests (pregnancy, strep, influenza).

D. Unit IV. Diagnostic Procedures

- 1. Perform different examinations according to the physician’s specialty.
- 2. Identify the type of exam, to include pediatrics, gynecology, urology, neurological, orthopedics, dermatological, respiratory, and circulatory systems
- 3. Administer stress test.
- 4. Administer medications (nebulizers, oral preparations).

E. Unit V. Laboratory Procedures (Infection Control and Safety and Patient Assessment)

- 1. Perform adequate medical asepsis handwash and disinfection of instruments, along with the use of autoclave.
- 2. Identify ways to control bleeding.
- 3. Measure vital signs by the different methods available.
- 4. Assist with a complete physical examination.
- 5. Calibrate equipment.

F. Unit VI. Integrated Clinical Procedures and Diagnostic Procedures

- 1. Perform proper procedures in sterile techniques to include preparation of skin for minor surgeries, suturing lacerations, removal of sutures, and application of adhesive skin closure strips.
- 2. Assist patient to walk with devices.
- 3. Perform range of motion exercises.
- 4. Perform medical specialty examination.

III. THECB Learning Outcomes (WECM)

- 1. Assist with routine and specialty office examinations and procedures including inventory control.
- 2. Perform medical and surgical asepsis and sterile techniques appropriate in ambulatory care settings.
- 3. Apply governmental health care guidelines.
- 4. Respond to medical emergencies.

IV. Evaluation

The lecture grade will be determined as follows:

Four exams worth 100 points each = 400 points (See calendar for chapters covered in each exam)

Professional and Ethical behavior = 50 points (See description on expected behavior)

Total of 450 points for the lecture grade.

The lab grade will be determined as follows:

There will be 20 competencies, each worth 10 points..... = 200 points

Unannounced Quizzes worth..... = 100 points

Professional and Ethical behavior..... = 50 points

The final comprehensive practical lab exam..... = 100 points

Total of 450 points for the lab grade.

Both lecture and lab grades will be combined and you must pass both to pass the course to determine the key grade as follows:

810-900 points	=	A (90-100%)
720-809 points	=	B (80-89%)
630-719 points	=	C (70-79%)
529 or less	=	F (60-69%)*

*A grade of "D" or "F" will need to be repeated for all Health Occupation Classes in order to graduate.

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. Six Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.