

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Medical Assisting Technology</u>
COURSE RUBRIC AND NUMBER	<u>MDCA 1371</u>
COURSE TITLE	<u>Medical Assisting Credentialing Exam Review</u>
COURSE CREDIT HOURS	<u>3 3 :</u> <u>0</u>
	Credits Lec Lab

I. Catalog Description

Prepares for the Certified Medical Assistant (American Association of Medical Assistants) or Registered Medical Assistant (American Medical Technologists) credentialing exam. A grade of “C” or better is required in this course to take the next course. **Prerequisites: MDCA 1305 and MDCA 1310 and MDCA 1313 and MDCA 1409 and MDCA 1417 and MDCA 1421 and MDCA 1443 and MDCA 1448 and MDCA 1452. Corequisites: ECRD 1211 and MDCA 1264 and MDCA 1370. (3:0).**

II. Course Objectives

- A. Unit I. Test-Taking Strategies and Study Techniques
 1. Develop a time management routine.
 2. Complete a pre-assessment diagnostic exam to identify knowledge weaknesses.
 3. Recognize and define different types of multiple choice questions typically found on the credentialing exam.

- B. Unit II. General Medical Knowledge–Exam Review
 1. Identify medical terminology in word structure, prefixes, suffixes, and roots or combining forms.
 2. State the anatomic orientation of the human body.
 3. Identify and describe the function, organization, and components of each body system.
 4. Explain health care law as it pertains to licensure, accreditation, medical records, consent, and public health.
 5. Define health care ethics as it relates to self, patients, medical information, and allocation.
 6. Discuss patient-provider relationship and therapeutic interaction.

- C. Unit III. Administrative Knowledge–Exam Review
 1. Demonstrate Information Processing through document processing and management.
 2. Demonstrate appointment scheduling and telecommunication techniques.
 3. Review medical insurance claims, ICD-9, and CPT Coding techniques.

- D. Unit IV. Clinical Knowledge–Exam Review
 1. Demonstrate the following skills in a clinical setting: Patient preparation, vitals, asepsis and infection control, patient draping, lab test preparation, and specimen collection and processing.
 2. Explain the difference between artificial respiration and cardiopulmonary resuscitation.
 3. Describe how to compute dosage calculations, identify drug classifications, and prescribe pharmaceuticals.

III. THECB Learning Outcomes (WECM)

Upon completing this course, the student will be able to:

1. Review content of medical assisting courses with emphasis in medical terminology
2. Practice test taking strategies and study techniques.
3. Develop a time management routine for the exam.

IV. Evaluation

The grade for the Review will be determined as follows:

Weekly quizzes	35%
Practice exams	45%
Attendance	25%

A	90-100%
B	80-89%
C	70-79%
F	les than 70%

Since this course is a review for the exam, it is to the full benefit of each individual student to maximize the scores on the practice exams in order to pass the national examination. Textbook for this course is required.

Students are eligible to sit for the CMA exam during their final semester as a student. The cost to take this exam (through AAAMA) is approximately \$125.00 and is not included as part of the college tuition. If the student takes and passes the CMA exam during the semester he/she is taking this review class and has no absences, the grade earned for this class will be an "A" regardless of the practice exam scores. If student has two absences, the grade granted will be a "B." Students must show the instructor the exam results to receive the automatic "A" or "B" grade.

Since the exam will be taken approximately 30 days prior to graduation, any student who passes the CMA exam MUST successfully pass/complete ALL MDCA courses in order for the program director to send verification to AAMA so that student may receive official scores and certification. Otherwise AAMA will not release the official certification.

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. 6 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.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.