

CLASS NUMBER AND NAME:	MDN162A INTRODUCTION TO MEDICAL ASSISTING I	
TOTAL HOURS/UNITS:	24 HOURS	1.0 UNIT
PREREQUISITES:	Completion or concurrent enrollment in MDN161A - Medical Terminology I.	
TEXTS AND MATERIALS:	<i>Delmar's Comprehensive Medical Assisting; Administrative and Clinical competencies 6th Edition</i> , Lindh, Tamparo, Dahl, Morris & Correa 2017 Text- ISBN 978-1-305-96479-2, Workbook -ISBN 978-1-30596485-3 Study guides (provided by instructor)	
CLASS DESCRIPTION:	This course is an introduction to the “back office.” The student will be introduced to basic back office procedures such as vital signs (temperature, pulse, respiration, blood pressure) eye exams, measuring height and weight, hand washing techniques, and following OSHA guidelines with a workbook. Students will put a patient chart together and learn accurate charting methods.	
CLASS OBJECTIVES:	To demonstrate the ability to accurately weigh and measure a patient. To demonstrate accurate techniques in T.P.R To explain purpose and normals for T.P.R To accurately demonstrate technique in taking blood pressures. To explain purpose and normals for blood pressures. To demonstrate proper hand washing techniques. To demonstrate distance visual acuity exams using Snellen eye chart. Explain Universal precautions as prescribed by OSHA.	
CLASS FORMAT OVERVIEW:	The class is a combination of lecture, question and answer discussion method, and also as a laboratory class. During the lab portion, the instructor will demonstrate skills and the students will “check-off” on required skills.	
METHODS OF INSTRUCTION:	Each topic is discussed thoroughly. Videotapes will supplement written materials. As lecture and student participation are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class. Along with the discussions held in class, the student will be practicing hands-on skills.	

CLASS ATTENDANCE:

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present – the instructor’s decision will be final.

It will be the student’s responsibility to learn of any assignments given in class when absent.

80% attendance is mandatory;
90% or above is mandatory for those who are in a full program and qualify for the externship.

TESTING:

The student must satisfactorily complete all tests, exercises, and homework with a passing grade of 70% or better.
Lab procedures are grades PASS OR FAIL. Such procedures must be passed in order to successfully complete the course.

LATE TESTING:

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS.
If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a “B” minus 10 %) **Late homework will receive 1% off the final grade per class period that it is late.**

GRADING POLICIES:

The final grade is computed on:
Mandatory completion of homework assignments.
Tests on cumulative points
90 – 100% A
80 – 89% B
70 – 79% C
BELOW 70% F

ALL LAB TESTS MUST BE DEMONSTRATED TO 100% ACCURACY OF THE INSTRUCTOR ON FINAL CHECK-OFF AND ARE GRADED PASS OR FAIL.

IF A STUDENT FAILS TO TAKE A TEST DURING THE MODULE, THE CLASS GRADE WILL BE LOWERED BY ONE LETTER GRADE.

Students out of uniform will be subject to the uniform contract grading policy.

ANTICIPATED LEARNING OUTCOMES:

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

1. Complete ten vitals, due at the end of this course.
2. Given the proper equipment, demonstrate taking and recording a set of vital signs to include a temperature, pulse, respiration within 10 minutes with 100% accuracy of the instructor.

3. Given the proper equipment, demonstrate taking and recording a blood pressure within 2mm Hg +/- in 5 minutes with 100% accuracy of the instructor.
4. Demonstrate the proper handwashing procedure to 100% accuracy of the instructor.
5. Demonstrate a visual acuity test and record the reading to 100% accuracy of the instructor.

MDN162A Introduction to Medical Assisting - Weekly Schedule

Week				
1	Class Introduction Vitals Video HW: Read Ch 23 and 22 Workbook Ch 23 & 22	Make charts Military Time	Temperature, Pulse, & Respiration Lecture	Blood Pressure Lecture/Video Workbook Ch 23 Due Pgs 191-197
2	Demo Skills Skills Practice	Skills Practice	Quiz Review Skills Practice	TEST #1 HW Due Workbook Ch 22 Due Pgs 181-186
3	Microorganisms & Infection Process cycle Lecture HW: Read Ch 21 Workbook Ch 21	Continue MO Lecture Skills Practice	Hand washing Demo Skills Practice	Test review Skills Practice HW Workbook Ch 21 Due Pgs 171-175
4	TEST#2 HW Due Workbook Ch 20	Snellen Chart & Ishihara ColorTest Chapter 30 (read pgs. 795 – 820)	Height & Weight Skills/Video Skills Practice	TEST #3 Skills Practice
5	Skills Practice	Skills Practice	Skills Practice	<u>SKILLS</u> <u>CHECK OFFS</u> <u>BEGINS</u> OSHA Book Due!
6	Continue Skills check-offs	Continue Skills check-offs	Final Test Review Continue Skills check-offs	FINAL

HW: homework for each assignment.

This schedule is subject to change at the discretion of the instructor to meet the learning objectives of the course.

Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.