



CLASS NUMBER AND NAME:

MDN250 MEDICAL OFFICE PROCEDURES I

TOTAL HOURS/UNITS:

24 HOURS—2 UNITS

PREREQUISITES:

NONE

TEXTS AND MATERIALS:

Delmar's Comprehensive Medical Assisting; Administrative and Clinical competencies 5th Edition, Lindh, Pooler, Tamparo & Dahl 2014 Text (ISBN 9781133602866) and Workbook (ISBN 9781133603016)

E-Library and Internet

CLASS DESCRIPTION:

The class introduces the student to the profession of Medical Assisting and the role of others in the office setting. A brief history of medicine is discussed and will require each student to create a medical history report. Medical specialties, professional behavior and roles as a medical assistant as it relates to medical ethics and medicine and the law are covered in this course.

CLASS OBJECTIVES:

To identify main medical specialties and their focus.

To view the role of medical assisting.

To introduce the history of medicine.

To explain ethics in the work place as well as medical treatment issues.

To recognize the importance of confidentiality and other legal responsibilities.

CLASS FORMAT OVERVIEW:

The class is conducted in lecture, question and answer discussion method. Actual legal and ethical cases will be introduced as examples of confidentiality, medical liability, and unethical conduct. Reading the text will be required prior to chapter lectures and workbook pages will be used in conjunction with in-class handouts.

METHODS OF INSTRUCTION:

Each topic is discussed thoroughly. Instructive videos/DVDs may be shown. 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.

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:

Chapter tests and a final exam are given.

The student must satisfactorily complete all tests, exercises, and homework with a passing grade of 60% or better in order to pass the course.

The student must complete workbook pages as homework assignments. Homework assignments and E-Library assignment (pass/fail). Any late Homework assignment will receive a 1% off the final class grade per class period that it is late.

There are no retakes of any tests in medical.

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”).

GRADING POLICIES:

Written tests are given periodically and there is a final examination.

The final class grade is computed on:

Completion of the tests, homework assignments, medical history report, and E-library assignment.

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

Each student is graded on the cumulative point system as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
BELOW 60%	F

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

ANTICIPATED LEARNING OUTCOMES:

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

1. Identify the main types of medical specialties and their focus to 60% accuracy of the instructor.
2. Be familiar with the history of medicine. Research and write a medical history report.
3. Explain the laws concerning contracts, negligence, malpractice, consent, and confidentiality to 60% accuracy of the instructor.
4. Explain ethics as it applies to the workplace, as well as ethics regarding medical treatment issues.
5. Achieve 60% or above on an accumulative final consisting of at least 35 objective questions regarding information presented in this class.
6. Be familiar with the electronic library for research projects. Knowledge in how to access, search and print.

MDN250^{DEL5} Medical Office Procedures I - Weekly Schedule

Week				
1	Introduce: Calendar, Syllabi, <u>History Project and E-Library</u>	READ Chapter 1, 2 & 3 History of Medicine	Chapter 1, 2 & 3 History of Medicine	Chapter 1, 2 & 3 History/Specialties of Medicine
2	Chapter 1, 2 & 3 Specialties of Medicine and Quiz Review	QUIZ 1 HW DUE Workbook Pages Ch 1: 1- 6, Ch 2: 11-17, Ch 3: 21-27	History Reports Due and Presentations begin	Cont History Reports READ Chapter 8 Medical Ethics
3	Chapter 8 Medical Ethics	Chapter 8 Medical Ethics	Chapter 8 Medical Ethics	Chapter 8 Medical Ethics and Quiz Review
4	QUIZ 2 HW DUE Workbook pages Ch 8: 69-75	READ Chapter 7 Medical Law	Chapter 7 Medical Law	Chapter 7 Medical Law
5	Chapter 7 Medical Law	Chapter 7 Medical Law and Quiz Review	QUIZ 3 HW DUE Workbook pages Ch 7: 57-63 Law/Ethics E-Library article DUE	READ Chapter 5 Therapeutic Communication Skills
6	Chapter 5 Therapeutic Communication Skills	Final Exam Review HW DUE Workbook pages Ch 5: 41-47	FINAL EXAM	Final Exam con't LATE TESTING

HW: indicates the homework for each assignment. This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook reading assignments, and study guide homework plus text and workbook homework, flashcards, and practice tests all when appropriate to augment learning. The 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 materials and ¼ hour outside of class for each hour of structured lab time.