



CLASS NUMBER AND NAME:

MDN250 MEDICAL OFFICE PROCEDURES I

TOTAL HOURS/UNITS:

24 HOURS—2 UNITS

PREREQUISITES:

NONE

TEXTS AND MATERIALS:

Cengage's Comprehensive Medical Assisting; Administrative and Clinical competencies 6th Edition, Lindh, Tamparo, Dahl, Morris & Correa 2018 Text (ISBN 9781305964792) and Workbook (ISBN 9781305964853)

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. Use of the E-Library for medically related articles which will require each student to orally present their written report to their class. Medical specialties, professional behavior and roles of a medical assistant as it relates to medical ethics, therapeutic communication skills 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 research a medical article from the E-Library and give a class presentation.

To demonstrate an understanding of therapeutic communication skills.

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, and E-library assignment with presentation. Students out of uniform will be subject to the uniform contract 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 E-Library and research a medical article with a presentation to the class.
3. Explain the laws concerning contracts, negligence, medical liability, consent, and confidentiality to 60% accuracy.
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 use of therapeutic communication skills.

MDN250^{DEL6} Medical Office Procedures I - Weekly Schedule

Week	Monday	Tuesday	Wednesday	Thursday
1	Introduce: Calendar, Syllabi, <u>E-Library Article and Presentation</u>	READ Chapter 1 & 2 MA as a Profession	Chapter 1 & 2 MA as a Profession	Chapter 1 & 2 Healthcare Team and Ambulatory Settings
2	Chapter 1 & 2 Healthcare Team and Ambulatory Settings Quiz Review Must Be Completed	QUIZ 1 HW DUE Workbook Pages Ch 1: 1- 8, Ch 2: 9-16, <u>No Role-playing Exercises</u>	READ Chapter 4 &7 Therapeutic Communications Skills & Medical Ethics	Chapter 4 &7 Therapeutic Communications Skills & Medical Ethics
3	Chapter 4 &7 Therapeutic Communications Skills & Medical Ethics	Chapter 4 &7 Therapeutic Communications Skills & Medical Ethics	Chapter 4 &7 Therapeutic Communications Skills & Medical Ethics Quiz Review Must Be Completed	QUIZ 2 HW DUE Workbook Pages Ch 4: 25-33, Ch 7: 21-28, <u>No Role-playing Exercises</u>
4	HW DUE E-Library article write up and Begin Oral presentations	Continue Oral Presentations	Chapter 6 Medical Law	Chapter 6 Medical Law
5	Chapter 6 Medical Law	Chapter 6 Medical Law	Chapter 6 Medical Law and Quiz Review Must Be Completed	QUIZ 3 HW DUE Workbook pages Ch 6: 41-49 <u>No Role-playing Exercises</u>
6	Wrap-up for late presentations and Late Homework	Final Exam Review Must Be Completed	FINAL EXAM	Final Exam Grades MUST BE PRESENT

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.

