Course Outline for Medical Assisting 73

CLINICAL EXPERIENCE PRACTICUM

Catalog Description:

MEDA 73 - Clinical Experience Practicum 4.00 units
Application of principles and skills through participation in a simulated employment experience. Assisting the physician under close supervision in a health maintenance organization, or physician's office or clinic. Practicum - approximately 36 hours a week until required hours are completed - will occur the last 6 weeks of the spring term.
Prerequisite: MEDA 70B (completed with a grade of "C" or higher), MEDA 71B (completed with a grade of "C" or higher), MEDA 72B (completed with a grade of "C" or higher), HLTH 51B (completed with a grade of "C" or higher)
Corequisite: MEDA 74
Grading Option: Pass/No Pass

Discipline:

<table>
<thead>
<tr>
<th>Units</th>
<th>Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Week</td>
</tr>
<tr>
<td>Lecture</td>
<td>0</td>
</tr>
<tr>
<td>Laboratory</td>
<td>0</td>
</tr>
<tr>
<td>Clinical</td>
<td>36.00</td>
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<tr>
<td>Total</td>
<td>4.00</td>
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Prerequisite Skills:
Before entry into this course, the student should be able to:
1. describe structural organization of the human body
2. identify body systems, describe normal function of each system
3. identify common pathology related to each system
4. Perform venipuncture
5. Perform capillary puncture
6. perform accounts receivable procedures, including:
   a. Post entries on a day sheet
   b. Perform billing procedures
   c. Perform collection procedures
   d. Post adjustments
   e. Process a credit balance
   f. Process refunds
   g. Post non-sufficient fund (NSF) checks
   h. Post collection agency payments
7. complete insurance claim form
8. demonstrate assertive communication with managed care and/or insurance providers
9. demonstrate sensitivity in communicating with both providers and patients
10. respond to issues of confidentiality
11. compare the major features of preferred provider organization (PPO), health maintenance organization (HMO) and point of service (POS) health plans
12. maintain insurance carrier information in the electronic medical record

Measurable Objectives:
Upon completion of this course, the student should be able to:
1. assist the physician with patient care;
2. observe and perform administrative skills in a medical office setting;
3. observe and perform clinical techniques and skills in a medical office setting;
4. apply critical thinking skills in performing patient assessment and care;
5. explain procedures and/or treatments and other information to patients;
6. demonstrate communication skills with patients, family, providers, staff and other healthcare members;
7. demonstrate respect for diversity in approaching patients and families;
8. apply ethical behaviors in a medical office setting;

Course Content:
1. Practical applications of Medical Assisting clinical skills and theories in the clinical setting.
2. Practical applications of Medical Assisting administrative skills and theories in an administrative setting.
3. Practical applications of Medical Assisting general skills and theories in a clinical and administrative setting.
4. Observation and performance of clinical and administrative tasks in a medical office.

Methods of Presentation
1. Clinic
2. Placement of students in a variety of clinics and physician offices.
3. Supervision of students in work situations by instructors and qualified clinical personnel.
4. Work Experience
Assignments and Methods of Evaluating Student Progress

1. Typical Assignments
   A. Perform and observe clinical, administrative and general medical office skills and procedures.
   B. Complete weekly journal pages and site specific questionnaire.
   C. Complete self-evaluation of clinical experience.
   D. Complete evaluation of clinical site.
   E. Prepare a Portfolio including resume and certificates applicable to medical assisting.

2. Methods of Evaluating Student Progress
   A. Instructor review of journal pages
   B. Individual's performance as observed by instructor and/or staff members involved
   C. Chabot College instructor/student evaluations
   D. Clinical site staff/student evaluations
   E. Review of portfolio
   F. Clinical performance

3. Student Learning Outcomes
   Upon the completion of this course, the student should be able to:
   A. Apply critical thinking skills in performing patient assessment and care.
   B. Apply administrative skills in an ambulatory setting.
   C. Apply clinical skills in an ambulatory setting.
   D. Demonstrate medical assisting knowledge, skills, and behaviors in an ambulatory setting.

Textbook (Typical):

Special Student Materials
1. Students are to provide own transportation to clinical facility.
2. Dress code according to the medical assisting student handbook.
3. Students are required to undergo a physical exam to include required immunizations, a dental exam, and a background check for clinical placement (at their own expense).
4. Current Basic Life Support (CPR) card through American Heart Association must be obtained prior to beginning course.

Abbreviated Class Schedule Description:
Application of principles and skills through participation in a simulated employment experience. Assisting the physician under close supervision in a health maintenance organization, or physician’s office or clinic.

Prerequisite: MEDA 70B (completed with a grade of "C" or higher) , MEDA 71B (completed with a grade of "C" or higher) , MEDA 72B (completed with a grade of "C" or higher) , HLTH 51B (completed with a grade of "C" or higher)

Corequisite: MEDA 74