James Madison HIGH SCHOOL

Medical Office Assistant Part 2

Welcome to WW012: Medical Office Assistant Part 2!
Please read the information in this syllabus before proceeding to the course materials.
Credits 1 credit hour
Prerequisites WW011

INSTRUCTIONAL TEAM

Our Academic Advisors are also available to help you when you need it. They are trained to provide answers to your questions about the course or program.
Phone: 1-800-224-7234
Hours: 8:30AM – 8:30PM (Eastern Standard Time), Monday-Friday

MAIL

James Madison High School
6625 The Corners Parkway, Suite 500
Norcross, GA 30092

TEXTBOOK

Beaman, N., Routh, K., Papazian-Boyce, L., Maly, R., and Nguyen, J. (2018). *Pearson's Comprehensive Medical Assisting: Administrative and Clinical Competencies* (4th ed). Boston, MA: Pearson Education, Inc.

COURSE DESCRIPTION

The Medical Office Assistant course is designed to provide the student the knowledge and skills required for entry-level work performing the administrative and clinical functions of a medical assistant. Part 2 of the course focuses more on the clinical setting. Students learn how to assist physicians with examinations, prepare patients for laboratory and diagnostic imaging procedures, and administer medications. Graduates are eligible to sit for the Certified Medical Administrative Assistant (CMAA) exam administered by the National Healthcareer Association (NHA).

LEARNING OBJECTIVES

After completing Medical Office Assistant Part 2, students will be able to:

• Using standard medical terminology, explain the structures and functions of the human body, including the senses and body systems.
• Identify and describe the medical office assistant's role in standard patient interactions in the medical office, including in-office diagnostic tests and procedures, specimen sampling, medication administration, and the preparation of patients for examination.
• Describe universal precautions and explain how to maintain a safe environment in the medical office, even during emergency situations.

LESSONS	TOPICS
Lesson 1: Infection Control and Vital Signs	Standard precautions; medical and surgical asepsis; hand washing procedures; sanitation, disinfection, and sterilization; hepatitis and HIV transmission; MRSA and its repercussions; bioterrorism and biological agents; components of a medical history; weight, height, and temperature conversions; measuring body temperature, pulse rates, respiratory rates, and blood pressure.
Lesson 2: Assisting with Physical Examinations and Medical Specialties	Basic examination equipment, methods, and positions; preparing patients for exams; draping techniques; assisting with laboratory and diagnostic tests, procedures of the reproductive and urinary systems, and eye and ear care.
Lesson 3: Assisting with Life Span Specialties	Childhood growth and development patterns; measuring a child's height, weight, head, and chest; calculating growth percentiles; the aging process and its impact on the body and the general population; legal issues and safety measures for aging patients.
Lesson 4: Assisting with Minor Surgery and Medical Emergencies	Types of ambulatory surgery; guidelines for surgical aseptic technique; surgical instruments and suture materials; preparing patients for surgery; informed consent; types of wounds and stages of healing; primary assessment steps; the ABCD sequence for CPR; signs of respiratory distress and chest pain; insulin shock and diabetic coma; soft-tissue wounds and burns; syncope; emergency preparedness.
Lesson 5: The Clinical Laboratory and Microbiology	Types and roles of clinical laboratories; OSHA regulations; Clinical Laboratory Improvement Amendments; quality assurance and quality control; laboratory equipment; laboratory request forms; test results; classification of microorganisms; guidelines for obtaining specimens; culture interpretation; sensitivity and serological testing.
Lesson 6: Urinalysis, Phlebotomy, and Hematology	Types of urine specimens; the physical and chemical components of urine; glucose testing and microscopic examination; pregnancy testing; quality control for urinalysis; components of blood; preparing patients for routine blood specimen collection and testing.
Lesson 7: Radiology and Electrocardiography	X-ray procedures, preparations, and positions; fluoroscopy, computed tomography, positron emission tomography, magnetic resonance imaging, and ultrasound; side effects and safety precautions of radiation therapy; proper storage of X-ray materials; maintenance and operation of electrocardiogram equipment; lead sensors and attachment sites; stress testing and Holter monitoring; pacemaker placement.
Lesson 8: Pulmonary Function, Physical Therapy, and Rehabilitation	Obstructive and restrictive pulmonary disease; pulmonary function equipment; spirometer controls; peak flow testing; pulse oximeters; physical therapy modalities; range of motion exercises; heat and cold application; adaptive equipment used in rehabilitation; body mechanics for patient transfer.
Lesson 9: Pharmacology and Administering Medications	Apothecary and metric system prefixes, calculations, and conversions; legal and commercial drug names; drug reference resources; oral and parenteral drug administration; drug interactions; OSHA standards for needlesticks; intramuscular injection sites; precautions for injections in children.

Lesson 10: Patient Education, Nutrition, and Mental Health	Teaching methods and strategies; public relations brochures; education for special populations; reasons for noncompliance; cast application, care, and removal; types of nutrients; saturated versus unsaturated fats; cholesterol; calorie consumption; dietary guidelines and diet modifications; categories of mental disorders; psychotherapy, psychopharmacology, and electroconvulsive therapy; behavioral influences; coping with stress; stages of grief.
Lesson 11: Professionalism and Career Opportunities	Professional skills for the workplace; conducting a personal assessment; developing a resume and cover letter; responding to advertisements; preparing for interviews.

GRADING

The following point totals correspond to the following grades:

POINTS	GRADE
100-90	A
89-80	B
79-70	C
65-69	D
Below 65	F

James Madison High School allows 2 attempts on exams. If a student is not satisfied with his/her score on the 1st attempt, an exam may be resubmitted. The 2nd attempt is not required as long as the final course average is above 65%. The higher of the 2 attempts will be the score that counts towards the final average.

Exams are timed and once you begin an exam, the timer runs continuously, even if you leave the course. Refer to the exam instructions for the time limit (in most cases 3 hours), but the time limit cannot be spread over multiple days.

GRADE WEIGHT

TOPIC	ACTIVITY	PERCENTAGE
Lesson 1: Infection Control and Vital Signs	MC Quiz	12.5%
Lesson 2: Assisting with Physical Examinations and Medical Specialties / Lesson 3: Assisting with Life Span Specialties	MC Quiz	12.5%
Lesson 4: Assisting with Minor	MC Quiz	12.5%

Surgery and Medical Emergencies		
Lesson 5: The Clinical Laboratory and Microbiology / Lesson 6: Urinalysis, Phlebotomy, and Hematology	MC Quiz	12.5%
Lesson 7: Radiology and Electrocardiography	MC Quiz	12.5%
Lesson 8: Pulmonary Function, Physical Therapy, and Rehabilitation	MC Quiz	12.5%
Lesson 9: Pharmacology and Administering Medications	MC Quiz	12.5%
Lesson 10: Patient Education, Nutrition, and Mental Health / Lesson 11: Professionalism and Career Opportunities	MC Quiz	12.5%

ACADEMIC AND COURSE POLICIES

Please see the Academic Policies section in the James Madison High School Catalog for information on Course policies, including the Exam/Assignment Retake Policy, Grading Policy, Academic Honesty Policy, and Student Conduct Policy.