

MEDICAL ASSISTANT: CLINICAL

Medical Assisting is an allied health profession whose practitioners function as members of the health care delivery team in a clinic, school or physician's office. Clinical duties may include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patient for procedures, assisting physician with examinations and treatments, collection and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician. As a member of the health care delivery team, the clinical assistant works under the direct supervision of a physician or licensed nurse.

PROGRAM/COURSE DESCRIPTION

The Medical Assistant-Clinical Certificate Program has been developed for individuals who wish to work directly with patients in the clinical back office of a physician or major clinic. Classes are integrated college credit and continuing education courses-students may enroll under either option. College credit students will be required to complete all ACC entrance requirements. Continuing Education students may register at the Highland Business Center. For additional information visit <http://www.austincc.edu/ce>, (512) 223-7542, or contact the Program Coordinator at 223-7055 for assistance.

PROGRAM/COURSE GOALS

Upon completion of this program the student will be able to:

- Demonstrate concepts related to professional conduct, ethical behavior, and patient confidentiality;
- Determine when patient questions and requests should be referred to office manager, nurse, or physician;
- Exhibit organizational skills required for operation and maintenance of clinical and examination areas;
- Demonstrate knowledge related to filing and updating records;
- Demonstrate the necessary skills for maintaining clinic and examination facilities such as sterilization of equipment, disposal of hazardous material and preparation of examination areas.

ADMISSION REQUIREMENTS

- Prerequisite courses-none
- Must be free of communicable diseases
- Must complete application to program
- Must provide documentation of immunizations
- Must be physically and emotionally able to safely care for patients
- Must respect confidential nature of medical information
- Must have reasonable level of manual dexterity and visual acuity
- Must be at least 17 years of age
- Proof of high school graduation or GED
- Successful completion of Compass, THEA, or equivalent – 85% or higher in English, Writing, and Math components.

IMMUNIZATIONS COMPLETION CHECKLIST

Medical Assistant students will be working in medical offices and/or major clinics assisting in the treatment of patients during the course, MDCA 1064, Medical Assistant Practicum. All ACC students who assist in the treatment of patients must meet “Community Standards” concerning state vaccinations requirements. The required vaccinations are listed below. **Vaccinations can take up to 6 months to complete, so students are urged to plan accordingly.**

All applicants must provide a copy of written documentation from a physician for:

- Proof of Varicella (Chicken Pox) immunity as shown by (a) physician documented history of the disease **or** (b) documentation of two immunizations **or** (c) a serum titer confirming immunity.

AND

- Proof of (a) a complete (3 injection series) Hepatitis B Vaccination **or** (b) a serum titer confirming immunity.

AND

- Proof of (a) one (1) Measles, Mumps and Rubella Vaccination (MMR) **or** (b) a serum titer confirming immunity to each disease **or** (c) proof that the student was born prior to January 1, 1957.

AND

- Proof of (a) a second Measles Vaccination (may be a part of a second MMR) **or** (b) a serum titer confirming immunity **or** (c) proof that the student was born prior to January 1, 1957.

AND

- Proof of TB test (PPd skin test or chest x-ray) with a negative reading. (*Test may not be more than 180 days old on the first day of practicum.*)

AND

- Proof of Tetanus vaccination within the last 10 years.

CRIMINAL HISTORY BACKGROUND CHECK

All ACC students who assist in the treatment of patients must meet “Community Standards” concerning criminal background screening. For additional information visit <http://www.austincc.edu/ce/hpi> then click on “Important Application Information”, (512) 223-7542, or contact the Program Coordinator at 223-7055 for assistance.

TUITION AND FEES

For specific dates, times, and fees check the *Health Information Technician and Medical Assistant-Clinical* section of the current ACC Course Schedule or go to: www.austincc.edu/ce/schedules.html. For registration questions, call (512) 223-7542.

FINANCIAL AID

For Texas Public Education Grant (TPEG) Financial Aid inquiries, call (512) 223-7547 or www.austincc.edu/finaid. Forms may be obtained from www.fafsa.ed.gov.

BOOKS & SUPPLIES

Books are available at the ACC bookstore, 12th & Rio Grande. Students are required to have a uniform or scrub suit, comfortable professional nursing shoes, and a watch with a second hand, gait belt, blood pressure cuff and a stethoscope. Supplies may be purchased at the ACC Bookstore or at any durable medical supply store. A name tag is provided by the college.

ACCOMMODATIONS REQUESTS

Students requiring special accommodations during class time for disabilities are required to self-disclose to the Office for Students with Disabilities. <http://www2.austincc.edu/osd/index.html>.

REGISTRATION

Pre-registration is required. You may register in person (cash, check, credit card), by phone (credit card only), mail (check, credit card), or fax (credit card). Payment is due at the time of registration. To register in person, visit: ACC Highland Business Center - 5930 Middle Fiskville Road – Continuing Education - 4th floor; 8:00 am - 8:30pm, Mon-Thurs; 8:00am - 4:30pm, Friday; 7:30am - 4:00pm, Saturday; Closed Sundays. (Building located between Highland Mall and the Greyhound Bus Station, at Hwy 290 and I-H 35). To register by mail, complete the registration form found on the last page of the

current course schedule or as printed from the web site and mail to: Austin Community College, Continuing Education - 5930 Middle Fiskville Road, Austin, TX 78752-4390. To register by phone, call 512-407-3087.

NOTE: Generally, you will not be notified that your registration and payment have been received by or mail, unless the workshop you requested is canceled or filled. You may confirm your registration by calling 512-223-7542. Refund of tuition can only be made if ACC cancels the course, or if you request a refund by calling the above registration number 24 hours prior to the start of the course.

PROPOSED NON-CREDIT CURRICULUM

		Cont	Cred
		<u>Hrs</u>	<u>Hrs</u>
<u>First Semester</u>			
HITT 1005/1305	Medical Terminology	48	3
HITT 1053/1353	Legal/Ethical Aspect Health Information	48	3
MDCA1071	Procedures in a Clinical Setting	96	0
MDCA 1076	Administration of Medications	<u>32</u>	<u>0</u>
Total		224	6
<u>Second Semester</u>			
ECRD 1011	Introduction to Electrocardiography	16	0
MLAB 1001/1201	Introduction to Clinical Laboratory Science	80	2
MDCA 1009/1409	Anatomy & Physiology	96	4
Or			
BIOL 2404			
MDCA 1021	Administrative Procedures	<u>48</u>	<u>0</u>
Total		240	6
<u>Third Semester</u>			
HITT 1049/1349	Pharmacology for Health Professions	48	3
HPRS 2001/2301	Pathophysiology	48	3
MDCA 1064	Practicum-Medical Assistant	<u>112</u>	<u>0</u>
Total		208	6
Grand Total Hours		672	18

COURSE DESCRIPTIONS AND REQUIRED MATERIALS/BOOKS

HITT 1005/1305 **MEDICAL TERMINOLOGY** **3 credit or 48 contact hours**

Verify textbook at bookstore of specific section for which you are registered.

Course Description: A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

MDCA 1017 **PROCEDURES IN A CLINICAL SETTING** **96 contact hours**

Bonewit-West, Kathy; Clinical Procedures for Medical Assistants + Manual Packaged; Saunders.

Course Description: Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office.

HITT 1053/1253 **LEGAL/ETHICAL ASPECTS HEALTH INFORMATION** **3 credit or 48 hours**

Judson & Hicks; Law & Ethics for Medical Careers; Glencoe/McGraw.

Course Description: Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information.

ECRD 1011 **ELECTROCARDIOGRAPHY** **16 contact hours**

Course Description: Fundamentals of the anatomy and physiology of the circulatory system, dynamics of cardiac function as it relates to mechanics and electrical elements of the heartbeat rate and rhythm. 12-lead EKG is used to identify lethal & dangerous life threatening dysrhythmias. Includes role of caregiver in reporting & participating in "code" situations. Textbook is included with the course.

MLAB 1001/1201 **INTRO TO CLINICAL LABORATORY SCIENCE** **2 credit or 80 contact hours**

Estridge, Walters, et al; Basic Medical Lab Techniques, 3rd ed.; Delmar. 110MLT Syllabus1235; ACC staff

Course Description: An introduction to clinical laboratory science, including quality control, laboratory math, safety, basic laboratory equipment, laboratory settings, accreditation and certification.

MDCA 1009/1409 **ANATOMY & PHYSIOLOGY** **4 credit or 96 contact hours**

Rizzo; Fundamentals of Anatomy & Physiology; Delmar.

Course Description: In-depth coverage of the structure and function of the human body. Topics include cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, nervous, and endocrine systems. Emphasis on homeostasis.

OR

BIOL 2404 **INTRO TO ANATOMY AND PHYSIOLOGY**

Verify textbook at bookstore of specific section for which you are registered.

Course Description: Designed for the ACC Health Sciences student who needs a single semester of anatomy & physiology.

MDCA 1021 ADMINISTRATIVE PROCEDURES 48 contact hours

Verify textbook at bookstore of specific section for which you are registered.

Course Description: Medical office procedures including appointment scheduling, records creation and maintenance, phone, finances, coding, billing, collecting, third party reimbursement, and computer usage. Students will demonstrate accurate and efficient scheduling of patient appointments; create, document, and maintain patient medical records; correlate accurate coding, billing, collecting and filing of procedures; perform financial processes; and use the computer for basic office functions. This class is **REQUIRED** for all students enrolled in the Clinical Medical Assisting program.

HITT 1049/1349 PHARMACOLOGY HEALTH PROFESSIONS 3 credit or 48 contact hours OR

Verify textbook at bookstore for specific section for which you are registered.

Pharmacology: An Intro Text; Saunders OR Holland; Core Concepts in Pharmacology; Prentice Hall.

Woodrow; Essentials of Pharmacology for Health Occupations; Delmar.

Course Description: A study of drug classifications, actions, therapeutic uses, adverse effects, methods of administration, client education. This course is designed for Medical Coding, Medical Assisting, and Massage Therapy Students. It is not acceptable for nursing students.

MDCA 1076 ADMINISTRATION OF MEDICATIONS 32 contact hours

Photo Atlas of Medical Administration;

Course Description: Principles and procedures of administration of medications as required of the medical assistant in a physician's office or outpatient clinic. Will focus on administration of drugs by standard routes for the adult and pediatric patient including the correct dosage calculations, infection control procedures, and medico legal responsibilities. This is a companion course to HPRS 2000/2200 and may be taken at same time or later date.

HPRS 2001/2300 PATHOPHYSIOLOGY 3 credit or 48 contact hours

Neighbors; Human Diseases; Thompson/Delmar

Course Description: A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. Prerequisite: BIO 2401 or MDCA 1009/1409

MDCA 1064 PRACTICUM-Medical Assistant 112 contact hours

Course Description: An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. No book required. Must have completed all prior coursework OR may be taken concurrently with HPRS 2001/2301. Contact coordinator for approval to register. Must show documentation of all immunizations prior to scheduling practicum at a clinical site.