Medical Assisting

**Meridian Medical Arts Charter High School**

Syllabus 2024-2025

# Instructor information

| Instructor | Email | **Office location & hours** |
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| Sherri McCluskey, RMA | Mccluskey.sherri@westada.org | Classroom # 7  Hours: Monday – Friday  2:20 pm - 3:20 pm |

# General information

## Description

Introduction to basic entry level skills for Medical Assisting designed to prepare you for both front and back-office duties and responsibilities.

**Resources and Text.**

Today’s Medical Assistant Fourth Addition.

**Course Objectives and Goals:** Upon completion of this course, the student should have knowledge of and be able to:

* Identify and understand the duties, roles, and opportunities for the Medical Assistant
* List professional organizations that pertain to the MA (Certification)
* Identify and summarize the roles and responsibilities of the Health Care Team
* Understand, define, and interpret medical terminology
* Understand, describe, and explain the major structures and functions of the Human Body.
* Understand the basics of medical billing, coding, and insurance procedures.
* Understand and demonstrate clerical functions and bookkeeping
* Demonstrate patient care by obtaining vital signs, assisting in physical examinations, patient instructions/support.
* Understand medical office compliance with OSHA, CDC regulations and describe quality assurance
* Understand the legal, ethical, and diverse patient population issues within healthcare
* Introduce and understand infection control, sterilization, and medical and surgical asepsis theory and practices
* Identify physical, behavioral, and psychological patient emergencies.
* Identify and demonstrate Universal Precautions and practice first aid and CPR/AED
* Successfully demonstrate Point-Of-Care testing and phlebotomy.

**Instructional Method:**

Students will meet course competencies through a combination of:

* Class lectures and discussions
* Instructional videos with associated questions or writing assignments
* Individual and group projects
* Skills practice in the lab setting with demonstration and student-return

demonstration of specific skills

* Guest speakers and field trips when applicable

## Expectations

* Be on time for class and ready to work every day. You must be in the classroom, in your seat when the bell rings.
* Put your cell phone away when the bell rings.
* Ask questions, participate in discussions, respect, and listen to your classmates, and respect and listen to the instructor.
* Follow all directions by the instructor and complete the tasks in a timely manner.
* Meet with your instructor outside of class hours if you need any help or have any questions, suggestions, or complaints.
* Come to class every day with a can do and be ready to work attitude!

**Grading and Evaluation**

The student’s grade will be determined by:

* Class assignments and homework
* Textbook reading
* Participation and behavior
* Clinical participating
* Tests and quizzes
* Avoidance of tardiness in both the classroom and clinical setting

**Weighted Grades**

* Assignments 20%
* Skills lab Checklist 40%
* Homework 5%
* Quizzes 20%
* Final     15%

Mastery of the theory portion of the curriculum is evaluated by written exams and quizzes.

Mastery of skills performance must be demonstrated with 100% accuracy in the classroom laboratory setting prior to being eligible to go into the clinical setting.

**Clinicals**

**\*\*See other document\*\***

**Clinical Grading**

Students in the medical assisting course are required by the state of Idaho to participate in clinical/skills hours in different health care settings in our community. Students are required to meet all vaccine requirements of our community healthcare partner sites. As of 2022, all community health care partner sites require students to be fully vaccinated against COVID-19.

**Attendance and Punctuality are critical to the clinical grade!**

Absences will need to be made up! The students must take the initiative to get the makeup scheduled with a facility and may not be at the same facility as originally scheduled.

Students may earn a total of 50 points for each clinical participation experience.

Clinical grade is determined as follows:

Attendance/Punctuality 25 points/day

Participation                   10 points/day

Dress Code 5 points/day

* Name badge
* Wrist Watch with second hand or second hand capability
* Clean and appropriate Scrub shirt and pant
* Clinical observation/Sign-off 10 points/day

**Late work and Grading**

* Students who missed an assignment will have 1 week for the assignment to be turned in and graded.
* Students who are absent for a quiz or exam will have 1 week from the date of the quiz or exam to make it up. The student must schedule an appointment with the instructor outside of class time to make up a quiz or exam. Any quizzes or exams not made up within that week will receive a score of a zero unless prior arrangements have been made with and approved by the instructor.
* If a student has an extenuating circumstance necessitating a late submission, **it is the student’s responsibility to discuss it with me BEFORE the assignment is due.**
* Students will be required to demonstrate mastery of vital signs (VS). These VS are done outside of the classroomand goes under tests/quizzes. This is due prior to starting clinicals and the exact date will be explained to you. **THIS WILL NOT BE TAKEN LATE AND IT WILL BE RECORDED AS A ZERO. NO EXCEPTIONS!**

**Discipline Policy**

Students are required to follow all classroom and school policies per the MMACHS student handbook. While rare, students who do not comply or are active in a disruptive or inappropriate way will be dealt with immediately.

**Dress Code**

I feel strongly about the dress code. This course is a hands-on course and not following the dress code could pose safety issues. If you cannot follow the dress code, then clothes will be provided for you to wear during class or you will be instructed to leave until the dress code is upheld.

\*\*\*I am available by appointment and email to answer any questions be of help to you.  Please check PowerSchool regularly to assess your academic performance. I look forward to working with you in creating the next generation of health professionals. \*\*\*

My signature below indicates I have read and agree with the contents of this syllabus regarding the MA course at MMACHS for 2024-2025.

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date \_\_\_\_\_\_\_\_\_\_\_