

Department:

Medical Office Assistant

Course Description:

This course allows the student to advance their technical knowledge by introducing the students to cast application/removal, Understanding Medical Emergencies, patient teaching, conducting patient interviews, and assisting with physical exams.

Course Competencies:

1. Obtain and Record Patient History
2. Prepare and maintain exam areas
3. Prepare patient and assist with routine exams
4. Respond to and initiate written communication
5. Recognize and respond to verbal communication
6. Recognize and respond to nonverbal communication
7. Instruct individuals according to their needs
8. Teach patients methods of health promotion and disease prevention
9. Prepare patient for and assist with minor office surgeries
10. Maintain immunization records
11. Identify and respond to issues of confidentiality
12. Perform within legal and ethical boundaries
13. Determine needs for documentation and reporting
14. Perform electrocardiography
15. Perform respiratory testing
16. Minimize the average length of time between suture or staple insertion and removal
17. Maintain a clean and safe environment
18. Perform proper cast application and removal
19. Demonstrate the proper handling and disposal of sharps
20. Recognize various types of diagnostic imaging
21. Provide accurate information pertaining to diagnostic procedures
22. Recognize special health considerations for the geriatric patient
23. Recognize various chronic illnesses and describe the correct treatment for each
24. Recognize the unique functions and terminology used in an OBGYN facility
25. Use medical terminology correctly
26. Instruct Patients in collection of fecal specimens
27. Prepare patients for routine and specialty examinations
28. Use methods of quality control

Course Content:

- A. Medical Assisting – Administrative and Clinical Procedures
 - 1) The Gynecological Examination and Prenatal Care
 - a) Pelvic and Breast Examination
 - b) Vaginal Infections

- c) Prenatal Visits
- d) Post-Partum Visits
- 2) The Pediatric Exam
 - a) Pediatric Office Visits
 - b) Growth Measurements
 - c) Pediatric Blood Pressure Measurements
 - d) Collection of Urine Specimen
 - e) Immunizations
 - f) Newborn Screening Tests
- 3) Minor Office Surgery
 - a) Surgical Asepsis
 - b) Wound Healing
 - c) Sutures
 - d) Medical Office Surgical Procedures
- 4) Cardiopulmonary Procedures
 - a) Electrocardiography
 - b) Holtor Monitor EKG
 - c) Cardiac Dysrhythmias
 - d) Pulmonary Function Testing
- 5) Specialty Examinations and Procedures
 - a) Fecal Occult Blood Testing
 - b) Flexible Sigmoidoscopy
 - c) Male Reproductive Health
 - d) Radiology
 - e) Diagnostic Imaging
 - f) Digital Radiology

Learning Assessments:

Competencies may be evaluated by multiple measures, including quizzes, exams, and final exam.

Instructional Materials:

Textbooks: Bonewit-West, K., Hunt, S. & Applegate E. (2015). *Today's Medical Assistant: Clinical & Administrative Procedures* (3rd ed.). Elsevier. ISBN-13: 978-0323311274

Bonewit-West, K., Hunt, S. & Applegate E. (2015). *Study Guide for Today's Medical Assistant* (3rd ed.). Elsevier. ISBN-13: 978-0323311281

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the "Disabilities Self-Identification Form" on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).