

Department:

Medical Office Assistant

Course Description:

This course is intended to introduce the student to various aspects of the Clinical Lab, including Introduction to Clinical Lab, Phlebotomy, Urinalysis, Hematology, and Medical Microbiology. The student will learn principles of laboratory safety, quality control, specimen handling, lab values, lab requisitions and lab reporting. Emphasis will be placed on working in a Physician Operated Laboratory and procedures and techniques for collecting specimens (phlebotomy, urine collection, pap smears, throat cultures) will be taught. Emphasis is placed on safe practices and knowing the responsibilities and limits of the Medical Assistant's role in collecting, processing, and reporting labs. The student will be introduced to specific collection techniques and given time to practice these techniques as part of preparation for their externship (Clinicals I and II).

Course Competencies:

Upon completion of the course, the student should be able to:

1. Use a lab directory
2. Complete laboratory request form
3. Prepare laboratory report for review by physician
4. Patient teaching in advance preparation for specimen collection
5. Collect a specimen
6. Properly handle and store specimen
7. Review a laboratory report
8. Instruct patient in Clean Catch midstream urine specimen
9. Assess the color and appearance of a urine specimen
10. Perform a chemical assessment of a urine specimen
11. Prepare a urine specimen for microscopic analysis
12. Perform a urine pregnancy test
13. Perform a venipuncture using the vacuum tube method
14. Perform a venipuncture using the butterfly method
15. Obtain a capillary blood specimen
16. Perform hemoglobin determination
17. Perform a hematocrit determination
18. Prepare a blood smear
19. Perform blood chemistry testing (safe handling, packaging, transport, and equipment choice)
20. Perform FBS using glucose meter

Course Content:

- A. Intro to Clinical Laboratory
- B. Urinalysis

- C. Phlebotomy
- D. Hematology
- E. Blood Chemistry and Serology
- F. Medical Microbiology
- G. Midterm
- H. Final Exam

Learning Assessments:

Quizzes/Chapter tests/Mid-Term/Final

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](#).