



## MA 87 – Medical Assistant Practicum and Review

### Basic Course Information

|                   |  |                     |  |
|-------------------|--|---------------------|--|
| Semester:         | <b>Spring 2022</b>   | Instructor Name:    | <b>Lidia Trejo CCMA-AC, CCS<br/>Rebecca Agundez RN MSN</b>       |
| Course Title & #: | <b>MA 87 – Medical Assistant<br/>Practicum and Review</b>        | Email:              | <b>Lidia.trejo@imperial.edu<br/>rebecca.agundez@imperial.edu</b> |
| CRN #:            | <b>20944</b>   | Webpage (optional): |  |
| Classroom:        | <b>2727</b>  | Office #:           |  |
| Class Dates:      | <b>02/14 – 04/08/22</b>  | Office Hours:       |  |
| Class Days:       | <b>Monday – Friday in clinical<br/>Friday in classroom #2727</b> | Office Phone #:     |  |
| Class Times:      | Friday class 3:00 – 5:05 pm                                      | Emergency Contact:  | <b>Beatriz Trillas-Martinez<br/>760-355-6468</b>                 |
| Units:            | 4 units  | Class Format:       | Face-to-face and Clinical  |

### Course Description

This course is designed to provide the medical assistant with a minimum of 160 hours of hands-on, unpaid clinical experiences at an ambulatory care facility, which puts all previous didactic information and skills together in the clinical setting. Students will further their development of communication skills, interpersonal relationships and professionalism required in a medical setting. Preceptors supervise the student with oversight by clinical faculty during the practicum experience. The course will also provide a weekly review of the practicum experience. Students will review test-taking techniques required to complete a certification exam and review steps required for successful transition to practice. (Nontransferable, AA/AS degree only) (Nontransferable, AA/AS degree only)

### Course Prerequisite(s) and/or Corequisite(s)

MA 075 and  
MA 077 and  
MA 085 with a grade of "C" or better.

### Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Demonstrate preparation of patient and room for an examination or treatment by a physician.
2. Demonstrate interviewing techniques to obtain a patient history, chief complaint, and list of medications and dosages.



## MA 87 – Medical Assistant Practicum and Review

### Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Perform initial patient assessment.
2. Assist the physician or Nurse Practitioner with patient assessment and/or procedures
3. Obtain specimens and perform a. CLIA waived hematology test; b. CLIA waived chemistry test; c. CLIA waived urinalysis; d. CLIA waived immunology test; e. CLIA waived microbiology test.
4. Perform diagnostic procedures utilizing capillary and/or venipuncture
5. Perform electrocardiogram (EKG)
6. Perform Pulmonary function test
7. Calculate proper dosages of medication for administration and administer medication
8. Maintain proper infection control procedures
9. Provide patient teaching/instruction according to patient special dietary needs.
10. Use principles of effective, professional interpersonal communication in the ambulatory care setting
11. Demonstrate professionalism in the administration of an ambulatory care setting including
12. Manage appointment schedule using establish priorities
13. Manage patient medical record, filing and maintenance
14. Perform an inventory with documentation of medical equipment and supplies
15. Perform basic bookkeeping procedures
16. Complete documentation of third-party reimbursement, verification of eligibility for services and completion of insurance claim form
17. Perform appropriate coding procedures
18. Comply with protective practices in routine and emergency situations
19. Maintain effective communication with patients, co-workers, physicians

### Textbooks & Other Resources or Links

No textbook required for this class.

### Course Requirements and Instructional Methods

Complete 160 hours of Clinical experience in a physician's office or clinic and submit all completed MA 87 Practicum documents by Friday April 8<sup>th</sup>, 2022.

#### Assignments:

Out of Class: Prepare for practicum experience by reviewing course content as appropriate.

Reading and Writing: Complete a weekly reflective Practicum Journal entry, noting procedures completed. Submit to Canvas by Friday 11:00 pm each week

Complete a written evaluation of the practicum experience. The written evaluation of practicum experience is a separate entry/summary at the end of the practicum journal.

**MA 87 – Medical Assistant Practicum and Review**

**Course Grading Based on Course Objectives**

Final grades are calculated as follows:

1. You must complete all 160 hours.
2. All skills/simulations completed.
3. Student Evaluation form/feedback from externship staff.
4. Keep a Practicum Journal.

| Percentage | Grade |
|------------|-------|
| 90%-100%   | A     |
| 80%-89%    | B     |
| 70%-79%    | C     |
| 60%-69%    | D     |
| Below 60%  | F     |

1. Student(s) need to follow instructions given by instructor prior to externship rotation including handouts given by instructor or IVC nursing office staff.
2. Student(s) must comply with rules regarding “Externship” medical office
  - a. Work with a “positive” attitude at the “Externship” site anyone student(s) comes in contact with;
    - i. Patients
    - ii. Staff
3. Points are deducted regarding negative feedback from “Externship” medical office staff either written, phone call or visit by “Externship” medical office staff.

**Course Policies**

***COURSE ATTENDANCE POLCY:***

- Student(s) who fail to attend the first class will be dropped from the class
  - Student(s) must attend ALL 3 evening meetings TBA by instructor (this will be the number of days students meet with you on Fridays, is it 7 or 8?)
  - Student(s) must have externship site with enough time to complete the 160 hours.
  - Student(s) who DO NOT notify the instructor with sufficient time to complete the 16 hours of externship hours will be dropped from the class.
  - Student(s) must show proof weekly of completed class requirements by faxing time sheet to Instructor (FAX: 760-355-6346)
1. Students(s) who have NOT completed the 160 hours within the required timeframe and student(s) has NOT self ‘WITHDRAWN’ from class will receive a letter grade of an ‘F’ (failed) at the end of the semester.



### Other Course Information

*Externship assignments by instructor in groups of 1-3 during the semester: Varies depending on the availability of Health Care Agencies participating in the IVC Medical Assistant “Externship” program during current semester. Changes with Health Care Agencies can occur anytime which might affect changes in the assignments of students “Externship” rotation.*

**\*\*\*Tentative, subject to change without prior notice\*\*\***

### IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

### Anticipated Class Schedule/Calendar

| Date or Week               | Activity, Assignment, and/or Topic   | Turn in   |
|----------------------------|--|---|
| Week 1<br>Feb. 14 - 18     | * Mon. Feb. 14 <sup>th</sup> - Meet on Campus for PCR testing and instructions from Ms. Trejo and Mrs. Agundez   | Specific Documents required by each clinical site   |
| Week 2<br>Feb. 21 - 25     | * Med Math review (bring calculators, pencils and conversion table)<br>* Application process for CCBMA and exam content  | Week 1 timesheet and supervisors’ evaluation  |
| Week 3<br>Feb. 28 – Mar. 4 | * Resume/Cover Letter Presentation with IVC Career Services Center (meet in computer lab)  | Week 2 timesheet and supervisors’ evaluation  |
| Week 4<br>Mar. 7 - 11      | * Interview Preparation and mock interviews– IVC Career Services Center  | Week 3 timesheet and supervisors’ evaluation  |
| Week 5<br>Mar. 14 - 18     | * Professionalism in the Workplace<br>* Practice exams in Evolve   | Week 4 timesheet and supervisors’ evaluation  |
| Week 6<br>Mar. 21 - 25     | * Med Math exam  | Week 5 timesheet and supervisors’ evaluation  |
| Week 7<br>Mar. 28 – Apr. 1 | * Take CCBMA Basic, Administrative and Clinical practice quizzes   | Week 6 timesheet and supervisors’ evaluation  |
| Week 8<br>April 4 - 8      | * Turn in all completed (signed) Practicum documents<br>* Complete the written evaluation of the practicum experience<br>Prepare for Graduation ceremony Thursday April 14 <sup>th</sup> at 6:00 p | Comprehensive back-office skills evaluation sheet/ Total Externship Hours Log/ Injections log and blood draws log |

**\*\*\*Subject to change without prior notice\*\*\***