

**Imperial Valley College ~ Nursing and Allied Health  
MEDICAL ASSISTANT PROGRAM  
AHP 086 CLINICAL EXTERNSHIP II  
Fall 2012**

**Instructor:** Lidia A. Trejo, CCMA-AC

**Phone:** (760) 235-9174

**Prerequisites:** AHP 100, completed Administrative Medical Assistant courses, and AHP 080, 082, 084 with a “C” or better

Course is designed to enable students to pull all didactic information and skills together in the work setting of a clinic or doctor’s office. The medical assistant student is placed at a medical office or clinic where he/she will gain hands-on experience performing medical assistant duties. The students are required to be available days to attend the externship. The externship hours are similar to the schedules normally available in industry.

A total of 108 hours of clinical externship are required to graduate. Clinical skills must be checked off. Students are required to wear a uniform during the externship.

The provisions of these procedures apply to the development and certification for medical assisting. This externship must be completed by December 7, 2012 for a total of 108 hours and completion of all skills.

**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. explain the process to renew a physician’s narcotic license for a medical office or ambulatory clinic.
2. demonstrate interviewing techniques to obtain a patient history, chief complaint, and list of medications and dosage.

**Procedure:** The following pages contain activities to help students develop and apply skills and abilities required for medical assisting. The students will perform each of these activities under the instruction and supervision of qualified medical personnel. When ready to have a skills demonstration signed-off the student will request a check and sign-off from the assigned medical personnel. The check will consist of a student demonstrating, simulating or discussing the objective. To obtain a signature the verifying individual should be convinced that the student has a mastery level of the knowledge and skills required to satisfy the skills demonstration. The student has from October 16 until December 7, 2012 to complete these skills.

**The student will remain in contact with the assigned instructor on a weekly basis, TBA.**

<b>Course Schedule Lesson #</b>	<b>Topic(s)</b>
Week 1	Introduction: Guidelines <b>skills demonstrations, timesheets, background check &amp; Drug, CPR, etc.</b>
Week 2	Review of Expectations For questions regarding the Scope of Practice for a Medical Assistant Contact the Medical Board of California: <a href="http://www.medbd.ca.gov">www.medbd.ca.gov</a> or <a href="http://www.ccbma.org">www.ccbma.org</a>
Week 3	Distribute Frequently Asked questions of recertification website <a href="http://www.ccbma.org/faqs.html">http://www.ccbma.org/faqs.html</a>
Week 4	Distribute of CCMA Certification Examination Content website <a href="http://www.ccbma.org/exam.html">http://www.ccbma.org/exam.html</a>
Week 5	Review Distribution of CCMA Certification Examination Content & Frequently Asked questions of recertification
Week 6	Explain & Review Ca. Certifying Board for Medical Assistants Examination
Week 7	Review examination study outline <a href="http://www.ccbma.org/exam.html">http://www.ccbma.org/exam.html</a> <a href="http://www.pearsonvue.com/ccbma/">http://www.pearsonvue.com/ccbma/</a>  Applications <a href="http://www.ccbma.org/recert.html">http://www.ccbma.org/recert.html</a> <b>NEW REQUIREMENT!!</b> <b>EFFECTIVE JANUARY 2012 - PROOF OF CURRENT HANDS-ON CPR CERTIFICATION IS REQUIRED FOR ALL APPLICANTS</b>
Week 8	Distribute of (IVC) Certificate of Completion

**Please note: Changes to the syllabus may be made at the discretion of the instructor throughout the semester.**

While it is your responsibility to obtain your externship site if there should be any difficulty in obtaining a site the instructor will assist you in obtaining a site.

### **Special Considerations and Disabilities**

Any student with a documented disability who may need educational accommodations should notify the instructor and the Disabled Student Programs and Services (DSP&S) office as soon as possible. DSPS is in room 2117 355-6312

**Non Discrimination and Sexual Harassment Policy:** Refer to Imperial Valley College General Catalog on website