

Imperial Valley College
Administrative Medical Assistant I
Clinical Externship I
AHP 074
CRN: 20332 – 04/12 – 05/10, 2013

Instructor: Aida Valdez, RN
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Course Description

Course is designed to enable the student to put all didactic information and skills together in the work setting of the “front office” of a clinic or doctor office. The medical assistant student is placed at a medical office, clinic, or HMO where he/she will gain hands on experience performing “front office” Medical Assistant duties. Students are required to be available days to attend the externship. The externship hours are similar to the schedules normally available in industry.

Assignments

- Report on the externship placement
- Fax Complete Skills Competency check offs on a weekly manner
- Fax timesheets weekly

Textbook Required

Today’s Medical Assistant Clinical & Administrative Procedures 2008,
Bonewit-West Hunt Applegate textbook.
Suanders Elsevier ISBN 13: 9781437701609

Student Learning Outcome

Demonstrate ability to perform all skills listed on check-off criteria.

1. Demonstrate the ability to set appointments, maintain medical records, prepare billing and/or insurance documents, and collect overdue accounts utilizing phone, computer, and interpersonal skills in a medical office setting.
2. Describe proper office emergency procedures, when to implement the procedures, and if any legal aspects may be applied.

Course Objective

Class is accomplished by completing 108 hours at an acceptable externship site to practice theory taught in class setting.

Required criteria

Please go to <http://cms.imperial.edu/index.php?pid=5466> to obtain documents required for externship as set forth by IVC

Which includes?

Skill check-offs for mentor to follow
Time sheet to be faxed to instructor
Instructions as follows

Student must obtain:

1. Extertnship site
2. Pay insurance and PPD services on website at time of enrollment
3. PPD skin test can be obtained at the IVC student services or at the health Department

Name tags with picture can be obtained at students services

Obtain MA patch, scrubs black pants and Gray top at Phoenix uniform

Students must report:

Choice of externship site, mentors name, contact number and email address
Fax time card weekly to instructor at 760-344-7106

Class time

Class attendance will be the first day TBA, second meeting three weeks after first meeting, and final meeting on last day of class schedule.

On the last day meeting all check offs and sign off by mentor s will be due to prove completion of activities and hours of attendance.

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