

Imperial Valley College

Administrative Medical Assistant 1

Basic Course Information

Semester	Fall 2013	Instructor	Aida Valdez
Course Title & #	Administrative Medical Assistant - 1	Email	aida.valdez@imperial.edu
CRN #	10045 – Externship Rotation	Web site	IVC Web site-Blackboard: information from instructor
Class Dates	11/12/2013 – 12/07/2013	Office	2109
Class Days	TBA – meet 3 evenings per semester	Phone	(C)760-473-1673 – leave messages
Class Times/Schedule	TBA – Vary due to individual student(s) externship schedule with health care agencies	Last Day to DROP CLASS	12/02/2013-Student(s) <u>MUST</u> complete <u>DROP SLIP</u> at the IVC Administrative Office

Course Description

Course is designed to enable the student to put all didactic information and skills together in the work setting on the 'front office' of a clinic or doctor's office. The medical assistant student is placed at the 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

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 the ability to se appointment, maintain medical records, prepare billing and/or insurance documents, and collect overdue accounts utilizing phone, computer and interpersonal skills in a medical office setting. (ILO 1, ILO 2, ILO 3)
2. Describe proper office emergency procedures, when to implement the procedures, and if any legal aspects may be applied. (ILO 1, ILO 2, ILO3)

Course Objectives

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

1. Understand the importance of the medical appointment book and various techniques. The will demonstrate how to schedule appointments using principles that will maximize productivity.
2. Understand the components of a medical record: prepare and process the patient medical record; understand the principles of filing and assemble supplies and equipment to set up a filing system.
3. Understand various medical insurance care plans and will prepare accurately information and documentation.

4. Understand the components of the medical profession, the ethical and legal considerations, and professional attitudes. They will demonstrate the role of the medical assistant in a team atmosphere and behavior consistent with the California Medical Practice Act.

5. Understand various office emergency procedures and their application. The student will recognize emergencies and discuss proper emergency procedures.

Textbooks & other resources

Today's Medical Assistant Clinical & Administrative Procedures 2008,

Bonewit-West Hunt Applegate textbook

Suanders Esvier ISBN 13: 9781437701609

Course Grading based on Course Objectives

Final Grades are calculated as follows: Student Evaluation form (21 possible points)

Percentage	Grade	Points
90% - 100%	A	19-21
80%-89%	B	17-19
70%-79%	C	15-16
60%-69%	D	13-14
Below 60 %	F	0-12

Required Criteria for search of an externship rotation

1. Student(s) MUST search for externship site with required externship forms and dressed in uniform

- a. Resume and cover letter (form #1) – health care agency
- b. Workman's Compensation (form #2) for health care agency
- c. Skills sheets (form#3), time sheet (form #4) and student (form #4) forms for mentor to complete, and dated upon student(s) completion of externship rotation.
- d. Return forms #3, #4 and #5 to instructor.

2. The time sheet MUST be faxed weekly (760-355-5738) to instructor by the end of your work day on Fridays.

3. Student(s) take Physical Exam with you on initial search for externship rotation in case the supervisor at the health care agency request any information regarding your physical exam and immunization requirements completed.

Students MUST report

1. Choice of externship site
2. Mentors name, contact number and email address
3. Fax time sheet weekly to instructor at 760-355-5738

Note: Master form with student's externship assignment(s) with location and mentors information will be submitted to the IVC Nursing Department.

Attendance

- ❖ Student(s) who fail to attend the first class meeting on 11/12/2013 will be dropped from the class
- ❖ Student(s) must attend ALL 3 evening meeting TBA by instructor
- ❖ Student(s) must have externship site with enough time to complete the 108 hrs.
- ❖ Student(s) must notify the instructor if they are having problems with searching for an externship site.
- ❖ Student(s) who DO NOT notify the instructor with sufficient time to complete the 108 hrs. 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: 760-355-5738)
- ❖ Students(s) who have NOT completed the 108 hrs. within the required timeframe of December 3rd, 2013, and student(s) has NOT self 'WITHDRAWN' from class will receive a letter grade of an 'F' (failed) at the end of the semester.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. You can find out more about services available for students at <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center (IVC SHC) is located in the Health Science Building in room 2109, telephone 760-355-6310.

Special considerations and Disabilities

Any student(s) 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 at 760-355-6313, Room # 2117 or if you feel you need to be evaluated for educational accommodations.