Clinical – MEDICAL ASSISTING

Prerequisites:

MDCA 1205  MDCA 1409  MDCA 1421  HITT 1311  HPRS 2300
MDCA 1313  MDCA1417  MDCA 1443  MDCA 1352

Course Description: A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. [ECC catalog](#)

Credit hours 3 Contact hours 160

End-of-Course Outcomes: As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

THIS IS A FOUR-WEEK PRACTICUM EXPERIENCE THAT ALLOWS STUDENTS TO PERFORM ADMINISTRATIVE AND CLINICAL SKILLS IN A HEALTH CARE FACILITY. STUDENTS WILL BE SUPERVISED BY PRECEPTORS AT EACH SITE. ADDITIONAL INFORMATION CONCERNING THE CLINICAL EXPERIENCE IS LOCATED IN YOUR CLINICAL PRACTICUM PACKET.

AS A RESULT OF THIS LEARNING EXPERIENCE THE STUDENT WILL:

1. DEMONSTRATE PROFESSIONALISM IN ATTITUDE, DRESS, DEMEANOR AND PERFORMANCE OF DUTIES.
2. DEMONSTRATE COMPETENCE IN RESEARCHING INFORMATION.
3. COMMUNICATE APPROPRIATELY WITH PHYSICIANS, STAFF AND PATIENTS.
4. MAINTAIN QUALITY IN PERFORMING DUTIES.
5. DEMONSTRATE PROBLEM SOLVING SKILLS.
6. MAINTAIN AN ORGANIZED ENVIRONMENT.
7. SCHEDULE PATIENTS FOR APPOINTMENTS, LAB TESTS AND SURGERY.
8. PROCESS MAIL.
9. MAINTAIN FINANCIAL DATA.
10. RECORD PATIENT DATA INCLUDING CREATING, MAINTAINING AND FILING PATIENT RECORDS.
11. DEMONSTRATE PROFICIENCY IN USING OFFICE EQUIPMENT.
12. RESEARCH INFORMATION FOR PATIENTS AND PHYSICIAN.
13. PREPARE INSURANCE FORMS.
14. UTILIZE PROPER TELEPHONE TECHNIQUES.
15. PERFORM BANKING DUTIES.
16. MAINTAIN OFFICE INVENTORY.
17. FOLLOW PROCEDURES IN ASSISTING PHYSICIAN DURING EXAMINATION.
18. DEMONSTRATE PROFICIENCY IN USE OF LABORATORY EQUIPMENT.
19. MAINTAIN A STERILE AND ORGANIZED ENVIRONMENT.
20. PREPARE AND MAINTAIN EXAMINATION AND TREATMENT AREAS.
21. PREPARE PATIENT FOR EXAMINATION.
22. COLLECT AND PROCESS SPECIMENS.
23. PERFORM ROUTINE LABORATORY TESTS.
24. PREPARE AND ADMINISTER MEDICATIONS AND VACCINATIONS IN CONCERT WITH PHYSICIAN.
25. MAINTAIN LABORATORY RECORDS.
26. PERFORM SELECTED DIAGNOSTIC TESTS

Written Assignment

Within five (5) business days following the end of the externship, a typed portfolio compiling written evidence that all competencies were met is due. It shall include:

1. Facility organization chart
2. Job description for medical assistants at the site
3. Description of equipment and supplies used (maybe documented in journal)
4. Evidence that objectives were met and proof of competencies achieved (documented in journal)
5. List of the 5 most prescribed drugs at the site, the contraindications, possible side effects and/or reactions.
6. Evaluation of clinical site and survey of the medical assisting program

Grade Appeals/Grievance Procedure
For information regarding the El Centro College grade appeal/grievance procedure please see page 49 of the El Centro Student Handbook. For information regarding the Health and Legal Studies Division grade appeal/grievance procedure please see the Student Instructional Concern/Grade Appeal Process
El Centro College – Health and Legal Studies located in the programs e-Campus Community.
Institutional Policies:
www.elcentrocollege.edu/syllabipolicies

Disclaimer:
The provisions contained in this syllabus do not constitute a contract between the student and El Centro College. These provisions may be changed at the discretion of the Coordinator/Instructor. When necessary, appropriate notice of such changes will be given to the student.

The instructor-of-record may provide additional information to enhance the course to meet the needs of the enrolled students, provided that the enhancements do not conflict with the official course syllabus.