ITT Technical Institute

ME2631

Medical Office Specialty Procedures

Onsite and Online Course

SYLLABUS

Credit hours: 4.5

Contact/Instructional hours: 56 (34 Theory Hours, 22 Lab Hours)

Prerequisite(s) and/or Corequisite(s):

. Prerequisites: MA1210 College Mathematics I or equivalent, ME1431 Clinical Medical Assisting or equivalent

Course Description:

This course explores a medical assistant's role in medical office specialty procedures and exams. Topics include a review of anatomy and common diseases by body systems, electrocardiography, spirometry, prenatal exams, assistive devices, cast care, and minor office surgical and emergency preparedness procedures.

COURSE SUMMARY

COURSE DESCRIPTION

This course explores a medical assistant's role in medical office specialty procedures and exams. Topics include a review of anatomy and common diseases by body systems, electrocardiography, spirometry, prenatal exams, assistive devices, cast care and minor office surgical and emergency preparedness procedures.

MAJOR INSTRUCTIONAL AREAS

1. Common Disease by Body System
2. Electrocardiography
3. Spirometry
4. Prenatal Exams
5. Assistive Device
6. Cast Care
7. Minor Office Surgical Procedures
8. Emergency Preparedness Procedures
9. Surgical Asepsis and Surgical Procedures

COURSE LEARNING OBJECTIVES

By the end of this course, you should be able to:

1. Summarize common diseases and disorders seen in the medical office.
2. Identify medical assistant competencies related to care of patients with diseases and disorders seen in the medical office.
3. Outline steps for assisting with minor office surgical procedures.
4. Explain procedures for assisting the physician with patient care.
5. Summarize steps for assisting with prenatal exams.
6. Categorize procedures and rules related to medical emergencies.
7. Outline emergency preparedness procedures needed when working in the medical office and within the community.

COURSE OUTLINE

MODULE 1: EMERGENCY PREPAREDNESS AND MEDICAL EMERGENCIES

COURSE LEARNING OBJECTIVES COVERED

- Summarize common diseases and disorders seen in the medical office.
- Identify medical assistant competencies related to care of patients with diseases and disorders seen in the medical office.
- Categorize procedures and rules related to medical emergencies.
- Outline emergency preparedness procedures needed when working in the medical office and within the community.

TOPICS COVERED

- Emergency Preparedness Procedures

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Proctor, D., & Adams, A., Chapter 36.	No	2.5 hrs
Lesson: Study the lesson for this module.	No	1 hr
Exercise: Submit the exercise titled "Accident-Prevention and Safety Checklist."	Yes	2 hrs
Lab: Complete the lab titled "Emergency Preparedness and Assisting with Medical Emergencies."	Yes	NA
Quiz: Prepare for Quiz 1.	No	2 hrs

Total Out-Of-Class Activities: 7.5 Hours

MODULE 2: ASSISTING IN PROCEDURES (PART 1)

COURSE LEARNING OBJECTIVES COVERED

- Summarize common diseases and disorders seen in the medical office.
- Identify medical assistant competencies related to care of patients with diseases and disorders seen in the medical office.
- Outline steps for assisting with minor office surgical procedures.
- Explain procedures for assisting the physician with patient care.

TOPICS COVERED

- Common Disease by Body System
- Assistive Device

MOODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Proctor, D., & Adams, A., Chapters 37-40 and 52.	No	10 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Exercise: Submit the exercise titled "Medication for Skin Disorders and Diseases."	Yes	2 hrs
Lab: Complete the lab titled "Assisting in Ophthalmology and Otolaryngology, Dermatology, Gastroenterology, Urology and Male Reproduction, and Assisting with Analysis of Urine."	Yes	NA
Quiz: Take Quiz 1.	Yes	NA
Quiz: Prepare for Quiz 2.	No	2 hrs

Total Out-Of-Class Activities: 16 Hours

MODULE 3: ASSISTING IN PROCEDURES (PART 2)

COURSE LEARNING OBJECTIVES COVERED

- Summarize common diseases and disorders seen in the medical office.
- Identify medical assistant competencies related to care of patients with diseases and disorders seen in the medical office.
- Outline steps for assisting with minor office surgical procedures.
- Explain procedures for assisting the physician with patient care.
- Summarize steps for assisting with prenatal exams.

TOPICS COVERED

- Common Disease by Body System
- Prenatal Exams
- Assistive Device

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Proctor, D., & Adams, A., Chapters 41, 42, and 48.	No	6.5 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Exercise 1: Submit the exercise titled "Patient Teaching on Cryosurgery."	Yes	3 hrs
Lab: Complete the lab titled "Gynecology, Pediatric, and Geriatric Procedures."	Yes	NA
Quiz: Take Quiz 2.	Yes	NA
Exercise 2: Submit the exercise titled "Family Support Interventions for an Alzheimer's Patient."	Yes	2 hrs

Total Out-Of-Class Activities: 13.5 Hours

MODULE 4: ASSISTING IN PROCEDURES (PART 3)

COURSE LEARNING OBJECTIVES COVERED

- Summarize common diseases and disorders seen in the medical office.
- Identify medical assistant competencies related to care of patients with diseases and disorders seen in the medical office.
- Outline steps for assisting with minor office surgical procedures.
- Explain procedures for assisting the physician with patient care.

TOPICS COVERED

- Common Disease by Body System
- Spirometry
- Assistive Device
- Cast Care

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Proctor, D., & Adams, A., Chapters 43-46 and 50.	No	10 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Exercise 1: Submit the exercise titled "Use of Metered Dose Inhalers."	Yes	2 hrs
Lab: Complete the lab titled "Assisting Patients with Orthopedic, Neurology, Mental, Endocrinology, and Pulmonary Diseases."	Yes	NA
Exercise 2: Submit the exercise titled "Diagnostic Poster."	Yes	3 hrs
Quiz: Prepare for Quiz 3.	No	2 hrs

Total Out-Of-Class Activities: 19 Hours

MODULE 5: ASSISTING IN PROCEDURES (PART 4)

COURSE LEARNING OBJECTIVES COVERED

- Summarize common diseases and disorders seen in the medical office.
- Identify medical assistant competencies related to care of patients with diseases and disorders seen in the medical office.
- Outline steps for assisting with minor office surgical procedures.
- Explain procedures for assisting the physician with patient care.

TOPICS COVERED

- Common Disease by Body System
- Electrocardiography
- Assistive Device
- Emergency Preparedness Procedures

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Proctor, D., & Adams, A., Chapters 47, 49, 51, 53, and 54.	No	10 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Exercise: Submit the exercise titled "Cheat Sheet on Questions to Ask of a Patient Complaining of Chest Pain."	Yes	3hrs
Lab: Complete the lab titled "Electrocardiography, Clinical Laboratory, and Phlebotomy."	Yes	NA
Quiz: Take Quiz 3.	Yes	NA
Final Exam: Prepare for the final exam.	No	5 hrs

Total Out-Of-Class Activities: 20 Hours

MODULE 6: SURGICAL PROCEDURES

COURSE LEARNING OBJECTIVES COVERED

- Summarize common diseases and disorders seen in the medical office.
- Identify medical assistant competencies related to care of patients with diseases and disorders seen in the medical office.
- Outline steps for assisting with minor office surgical procedures.
- Explain procedures for assisting the physician with patient care.
- Summarize steps for assisting with prenatal exams.
- Categorize procedures and rules related to medical emergencies.
- Outline emergency preparedness procedures needed when working in the medical office and within the community.

TOPICS COVERED

- Common Disease by Body System
- Minor Office Surgical Procedures
- Surgical Asepsis and Surgical Procedures

MODULE LEARNING ACTIVITIES	GRADED	Out-Of-Class Time
Reading: Proctor, D., & Adams, A., Chapters 55-57.	No	7 hrs
Lesson: Study the lesson for this module.	No	2 hrs
Lab 1: Complete the lab titled "Assisting in Microbiologic and Immunologic Testing, Surgical Asepsis, and Surgical Procedures."	Yes	NA
Lab 2: Complete the lab titled "Final Procedure Demos."	Yes	NA
Final Exam: Take the final exam.	Yes	NA

Total Out-Of-Class Activities: 9 Hours

EVALUATION AND GRADING

EVALUATION CRITERIA

The graded assignments will be evaluated using the following weighted categories:

CATEGORY	WEIGHT
Exercise	10%
Lab	20%
Quiz	35%
Final Exam	35%
TOTAL	100%

GRADE CONVERSION

The final grades will be calculated from the percentages earned in the course, as follows:

GRADE	PERCENTAGE
A (4.0)	90–100%
B+ (3.5)	85–89%
B (3.0)	80–84%
C+ (2.5)	75–79%
C (2.0)	70–74%
D+ (1.5)	65–69%
D (1.0)	60–64%
F (0.0)	<60%

LEARNING MATERIALS AND REFERENCES

REQUIRED RESOURCES

COMPLETE TEXTBOOK PACKAGE

- Proctor, D., & Adams, A. (2014). *Kinn's The medical assistant: An applied learning approach (12th ed.). St. Louis, MO: Elsevier Saunders.*

RECOMMENDED RESOURCES

- Professional Associations
  - American Association of Medical Assistants (AAMA) http://www.aama-ntl.org/
  - The American Registry of Medical Assistants(ARMA) http://arma-cert.org/aboutarma
  - Clinical Medical Assistant Certification (CCMA) http://www.nhanow.com/clinical-medical-assistant.aspx

- ITT Tech Virtual Library (accessed via Student Portal |https://studentportal.itt-tech.edu)
  - Basic Search
    - Boyd, C. (2013). *Calculation skills for nurses. Chichester, West Sussex, UK: John Wiley & Sons, Ltd.*
    - Brassington, C., & Goretti, C. (2011). *MA notes: Medical assistant's pocket guide (2nd ed.).Philadelphia, PA: F. A. Davis Co.*
    - Balaban, N., & Bobick, J. (2008). *The handy anatomy answer book. Detroit, MI: Visible Ink Press.*
    - Eagle, S. (2009). *The professional medical assistant: An integrated, teamwork-based approach. Philadelphia, PA: F.A. Davis Co.*
    - Fuqua, T., & Zonderman, J. (2009). *Medical assisting PDQ. Edinburgh, UK: Elsevier Saunders.*
    - Hardy, K. (2011). *Medical assistant exam success: A Q & A review applying critical thinking to test taking. Philadelphia, PA: F.A. Davis Co.*
    - Hull, M. (2013). *Medical language: Terminology in context. Philadelphia, PA: F. A. Davis Co.*

- Culp, J. (2014). *Jump-starting careers as medical assistants & certified nursing assistants. New York, NY: Rosen Publishing Group, Inc.*
- Jones & Bartlett, L. (2012). 2012 *Nurse's drug handbook. Burlington, MA: Jones & Bartlett Learning.*
- Moses, K. P. (2013). *Atlas of clinical gross anatomy. Philadelphia, PA: Elsevier/Saunders.*
- Rogers, K. A., & Scott, W. N. (2011). *Nurses! Test yourself in anatomy and physiology. Berkshire, England: Open University Press.*
- Scanlon, V., & Sanders, T. (2007). *Essentials of anatomy and physiology (5th ed.). Philadelphia, PA: F.A. Davis Co.*
- Venes, D. (2013). *Taber's cyclopedic medical dictionary (22nd ed.). Philadelphia, PA: F.A. Davis Co.*
- AMT Events
- Modern Healthcare

- Evolve Student Resources

  Free study materials accompany many Elsevier textbooks. You instructor may have set up a course on Evolve that contains these free materials. If your instructor has provided you with a course id and you need to enroll into this course, Click Here.

  You can also register for your textbook's resources. To locate and gain access to these materials follow the steps below.

  1. Go to http://evolve.elsevier.com and click **Student View**.
  2. On the **Catalog** tab, click the green **Evolve Resources** box.
  3. Search by author or title keyword in the search box and click the search button.
  4. Click the desired title to review additional information.
  5. Click the **REGISTER For this now** button.
  6. Request additional products by using the search box at the top right. Once you are finished, click the **Redeem/Checkout** button to continue.
  7. If you are a returning user, enter your Evolve username and password and click **Login**. If you are new to Evolve, enter your name, email, desired password, and institution information, and click the **Continue** button.

8. Click the **Registered User Agreement** link located at the bottom right. Once you have read this information, check the **Yes, I accept the Registered User Agreement** box if you agree.
9. Click the **Submit** button.
10. You now have access to the Evolve Resources. Click the **Get Started** link to access the Resources immediately.
11. Existing content is available by clicking the **My Evolve** tab.

For downloadable resources:

Once the electronic resources are available, you will see links to download them directly or to go to a separate location within the Elsevier site. If you are linked to a separate Elsevier product page, select the Resources tab and then click on Instructor Resources on that page to see all available resources, both print and electronic. You can download electronic resources from this page; follow the prompts.

If you have questions about the ITT Instructor Resource site, contact Instructor.ITT@Elsevier.com.

INSTRUCTIONAL METHODS AND TEACHING STRATEGIES

The curriculum employs a variety of instructional methods that support the course objectives while fostering higher cognitive skills. These methods are designed to encourage and engage you in the learning process in order to maximize learning opportunities. The instructional methods include but are not limited to lectures, collaborative learning options, use of technology, and hands-on activities.

To implement the above-mentioned instructional methods, this course uses several teaching strategies, such as opinion-based discussions that enable you to analyze different topics related to medical office laboratory procedures. You can also use this discussion to share best practices, tips, and solutions with your classmates. The lessons focus on viewing, demonstrating, and practicing various medical laboratory procedures. Your progress will be regularly assessed through a variety of assessment tools including exercises, labs, quizzes, and final exam.

OUT-OF-CLASS WORK

For purposes of defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum, and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities

described in the “Course Outline” section of this syllabus) are in accordance with the time-based option for awarding academic credit described in the immediately preceding paragraph.

ACADEMIC INTEGRITY

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct. For more information on the academic honesty policies, refer to the Student Handbook and the Course Catalog.

INSTRUCTOR DETAILS

Instructor Name	
Office Hours	
Contact Details	

(End of Syllabus)