

HEALTH SCIENCE SYLLABUS

- A. Course Title:** Medical Assistant with Medical Coding
- B. Course Description:** This second year one-credit class provides students with the knowledge and skills necessary for becoming a health care worker in an office setting or for preparing students for postsecondary health care education programs.
- C. Prerequisite:** Foundation of Health Science
- D. Course Goals:**
- a. Demonstrate basic health care skills according to facility protocol.
 - b. Identify basic treatments for selected diseases and disorders.
 - c. Demonstrate legal and ethical behaviors in the healthcare setting.
 - d. Synthesize medical terminology used within the health care facility or agency.
 - e. Utilize electronic methods of communication within the health care facility or agency.
 - f. Develop a health and wellness plan based on client health history.
 - g. Analyze medications and treatments of clients using medical references.
 - h. Demonstrate therapeutic communication skills in the health care facility.
 - i. Describe client care procedures and after care instructions.
 - j. Explain techniques used in selected client care situations.
 - k. Navigate Electronic Health Records for patient care information as well as for insurance/billing purposes.
 - l. Understand Computer Assisted Coding software and validate assigned codes.
 - m. Follow safety plans and adhere to OSHA safety regulations.
- E. Course Outline:** Develop facility

| Topic | # of Weeks |
|---------------------------------------------------------------------|-------------|
| CPR/AED/First Aid | 2 |
| Anatomy & Physiology Review | 1&Ongoing |
| Medical Office Procedures | Ongoing |
| Pharmacology | 6 |
| Phlebotomy | 6 |
| Laboratory Procedures | 1 |
| EKG | 6 |
| Office Procedures(Vital Signs, Dressings, Assisting with Procedures | 5 |
| Safety (PPE) | Ongoing |
| Infection Control, Microbiology | 2 & Ongoing |
| Legal & Ethical Issues | 2 |
| Medical Terminology | Ongoing |
| Medical Coding | 1 |
| Communication | 1 |
| Treatment of disease | Ongoing |

- F. Culminating Project:** CPR/AED, competency in clinical skills, diseases/medication research, and participation in HOSA projects.

G. Assessment Procedures:

Major Grades 65%

Minor Grades 35%

H. Grading Scale:

A=90-100

B=80-89

C=70-79

D=60-69

F=59 and below

I. CTSO: Future Health Professionals (HOSA)

HOSA is a Career and Technology Student Organization recognized by the US Department of Education that provides a unique program of leadership development, motivation and recognition exclusively for secondary and post-secondary/collegiate students enrolled in Health Science Technology Education programs.

J. Required Supplies: 2" Binder, 2-3 packs of notecards, & 1 pack of white copy paper for study guide.

K. Fees: \$25.00 for class and \$25.00 for HOSA membership if the student wants to join.

L. Teacher Procedures for Class A Violations:

Step 1: Student Teacher conference

Step 2: Parent Notification

Step 3: Parent-Teacher-Administration conference

Step 4: Referral to Office as Habitual Class A Offender

All other classes of violations will receive an office referral for 1st offense.

Available Industry Credentials: CPR with AED, Certified Clinical Medical Assistant (CCMA)

To participate in the CCMA exam, student must have shown a positive attitude, good work ethic (finishes assignments completely and on time), have at least a B average for the year, must make at least a 78 on placement test, completed at least 3 practice tests, and have minimal absences.