

**MARTIN COMMUNITY COLLEGE**  
**COURSE SYLLABUS**  
**Semester/Year: Spring 2011**

<b>COURSE NUMBER:</b> MED 264 (5H1)	<b>INSTRUCTOR:</b> Marty Flynn
<b>COURSE TITLE:</b> Medical Assisting Overview	<b>OFFICE NO:</b> Building 3, Office 33
<b>CREDIT HOURS:</b> 2	<b>OFFICE/VIRTUAL HOURS:</b> Monday 1:00 pm-3:00pm Available other times upon request of the student.
<b>CONTACT HRS/WK:</b> 2	
<b>PREREQUISITES:</b> All MED courses required in Program of study & MAT 110, except co-requisites. Enrollment in MA program.	<b>PHONE NO:</b> 252-789-0292
<b>COREQUISITES:</b> MED 260, MED 262	<b>FAX:</b> 252-792-0826
	<b>E-MAIL:</b> mflynn@martincc.edu

**COURSE DESCRIPTION:** This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

**PROGRAM LEARNING OUTCOMES:**

1. Identify and apply medical terminology in the clinical setting.
2. Demonstrate administering patient care and assisting the physician.
3. Convey and teach health related information for patient education in the clinical setting.

**COURSE LEARNING OUTCOMES:**

1. Identify problem-solving techniques to professionally handle administrative, laboratory, and clinical procedures within the medical environment.
2. Demonstrate procedural competency for successful completion of the medical assistant's national certification examination.
3. Demonstrate the capability of functioning at a entry-level position in the medical assisting field.

**OTHER OBJECTIVES:**

At the completion of this course, students should be able to:

1. Define various medical terms, vocabulary, and abbreviations.
2. List the body systems and describe the anatomy and physiology of all body systems, organs, tissues, cells, or body parts.
3. Define legal terms in medical practice.
4. Identify and describe medical office equipment and instruments.
5. Describe basic procedures of the medical office.
6. Identify and discuss areas of special emphasis such as telephone etiquette, epilepsy, and confidentiality.
7. List various medical emergencies and pertinent first aid.
8. Use problem-solving techniques to read, review, and correctly take multiple-choice tests.

## REQUIRED TEXTBOOKS

Cody, J., (2011). Medical assisting review (3rd ed.). New York: Delmar.  
ISBN:1111872627

**SUPPLEMENTAL RESOURCES:** None

**LEARNING/TEACHING METHODS:** Lecture, PowerPoint, Group Discussions, Reading Assignments, Outside Reading Assignments, Lab Demonstrations, Self-Study and Return Demonstration NOTE (QEP): Outside Reading Assignments will include medical articles from medical magazines or medical journals. NOTE (QEP): Outside reading assignments may include researching a topic using books other than the textbook, medical journals, magazines, or NC Live resources. The student will be given a topic to research and will then present collected material to the class.

## ASSESSMENTS/METHODS OF EVALUATION:

1. Unit Exams	33.4%
2. Outside Reading Assignment, Assignments, Quizzes,	33.3%
3. Final Exam	33.3%

## GRADING POLICY:

Grading Plan:

The student will take chapter tests on each unit of study. Testing on each unit of study and review will be given to show students what they know and what they need to study in further detail before taking the certification examination. The student will also complete Blackboard assignments for this class. The student is responsible for reading assignments and self-study. The student will take a final examination on all chapters. The student must have a 77 or higher for their final average in this class.

Scale

- A (93-100)
- B (85-92)
- C (77-84)
- D (70-76)
- F Below 70

## COURSE OUTLINE:

**This outline is tentative and is subject to change at the discretion of the instructor.**

Chapter Outline

Week 1	Chapter 1	The Examinations
	Chapter 2	Study Techniques
Week 2	Chapter 3	Test-Taking Techniques
Week 3	Chapter 4	Medical Terminology
Week 4	Chapter 5	Anatomy and Physiology
Week 5	Chapter 6	Human Development
Week 6	Chapter 7	Professional Relations
	Chapter 8	Health Care Law

Week 7	Chapter 9	Health Care Ethics
	Chapter 10	Information Management
Week 8	Chapter 11	Front Office Management
	Chapter 12	Financial Management
Week 9	Chapter 13	Insurance Claims Management
	Chapter 14	Facilities Management
Week 10	Chapter 15	Operations Management
	Chapter 16	Diagnostic and Treatment Services
Week 11	Chapter 17	Surgical Care
Week 12	Chapter 18	Pharmacology and Drug Therapy
Week 13	Chapter 19	First Aid and CPR
Week 14	Chapter 20	Clinical Laboratory Science
Week 15	Chapter 21	Nutrition and Diet Therapy
Week 16	Review	

### **STUDENT ATTENDANCE POLICY:**

The attendance policy for all medical assisting classes is 90%. The attendance for this class will be taken in the classroom. Therefore, you may only miss 3 hours of class. This means that you can only miss 3 classes for the whole semester! If you miss 4 classes then you will be administratively withdrawn. The instructor will evaluate extenuating circumstances such as death of an immediate family member and hospitalization. Evaluation and decisions will be made by the instructor not the student! Habitual tardiness and or early departure would include the student leaving 15 minutes early or arriving after the class begins. Three tardies or early departures constitutes one absence. If you are tardy 4 times you will also be administratively withdrawn. Students must be present the first ten percent (10%) of this course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the student will be administratively withdrawn from the class. Students administratively withdrawn will receive a "WF" which is equivalent to an "F" when calculated into the student's GPA. Students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F." There are no justifiable absences for this class once you exceed the 10% attendance requirement you will be administratively withdrawn! The last day to officially withdraw without receiving an "F" is March 14, 2011.

No make-up tests or assignments will be allowed in this course. If you are absent and miss a test, quiz, or assignment a 0 will be given. Also if you fail to turn in assignments in class or on Blackboard by the due date you will be given a 0.

### **REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES\***

**\*In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.**

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

### **COURSE POLICIES: Academic Integrity Policy:**

Students admitted to or applying for admission to allied health field programs at Martin Community College are expected to exhibit the highest personal integrity in all academic work and behavior. Lying, cheating and

plagiarism are forms of academic dishonesty that violate the integrity of any academic process and will not be tolerated.

### Testing Policies

It is the responsibility of the student to be present for all announced unit exams. No make-up exams will be granted! Pop tests may be given at any time.

No section on testing policies and procedures can be complete without a brief discussion on cheating and the Honor System. Cheating will not be tolerated! The Medical Assisting Program runs on the Honor System as will also be the practice in any health care facility. That simply means that it is your responsibility not to engage in cheating yourself and to report any manner of cheating to your instructor, or the MA Program Director. The best example of an employment cheating situation would be with drugs within your medical facility. If, as an employee, you know that someone is taking the drugs ordered for patients, it is clearly your responsibility to report the abuse. Likewise, in the classroom you will be expected to report any cheating abuse. Therefore, anyone caught cheating will be dismissed from the Medical Assisting Program immediately and will not be allowed to apply for readmission.

### Plagiarism

Webster's New World Dictionary defines the word "plagiarize" as "to take (ideas, writings, etc.) from (another) and pass them off as one's own". Plagiarism is fraud, and under US law it is theft. Almost all forms of expression are covered by some form of legal protection, as intellectual property of the originator. Using another's words or thoughts and not giving them credit appropriately will result in an "F" for the assignment for a first offense, and an "F" for the class for the second offense. You will receive detailed instructions describing how to footnote and cite information for scientific purposes before being asked to turn in written material. Failing to consult that information, and properly cite the work you have used as a reference will result in consequences.

Keep in mind that as your instructors are often asked to provide your references, Academic Integrity Violations and/or violations of the Student Governance and Conduct Code may affect your ability to get a job in the future. As future professionals in fields that require high standards of personal integrity in their practitioners, you should cultivate a professional attitude and professional conduct and behavior now. Unprofessional habits are hard to break later on!

**If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone, [pbroughton@martincc.edu](mailto:pbroughton@martincc.edu) by e-mail, or in person at her office in Building 2, Room 33.**

**To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to [www.martincc.edu](http://www.martincc.edu).**

*If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.*

