



MASTER COURSE OUTLINE

Prepared By: Briana Ross

Date: September 2017

COURSE TITLE

Clinical Procedures II

GENERAL COURSE INFORMATION

Dept.: MA

Course Num: 112

(Formerly:)

CIP Code: 51.0801

Intent Code: 21

Program Code: 381

Credits: 4

Total Contact Hrs Per Qtr.: 66

Lecture Hrs: 22

Lab Hrs: 44

Other Hrs: 0

Distribution Designation: General Elective GE

COURSE DESCRIPTION (as it will appear in the catalog)

This course builds upon knowledge and skills acquired during Clinical Procedures I. Students will further their understanding of the medical front office by learning diagnosis and procedural coding, office management, scheduling and written communication and mental health. The students will also build upon previously learned clinical skills by understanding infection control, sterile field protocol, administration of medication such as learning and practicing injection techniques.

PREREQUISITES

Minimum final grade of 2.0 in MA 111 or instructor permission required

TEXTBOOK GUIDELINES

Current Medical Assisting textbook that covers both clinical and administrative tasks

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Demonstrate knowledge of infection control
2. Make use of the sterile field protocol.
3. Demonstrate safe, competent and fluent injection techniques during medication administration
4. Demonstrate critical thinking skills when faced with unexpected patient situations
5. Critically think through diagnosis and procedural coding issues
6. Schedule patients according to their specific needs

INSTITUTIONAL OUTCOMES

IO1 Communication: Students will be able to demonstrate clear, effective communications with patients and members of the healthcare team in a variety of structured settings.

IO3 Human Relations/Workplace Skills: Students will demonstrate professional attitude and behavior when caring for patients and collaborating with other health care professionals at all times.

COURSE CONTENT OUTLINE

1. Patient Reception
2. Appointment Scheduling
3. Written Communication
4. Medical Insurance
5. Diagnosis Coding
6. Procedure Coding
7. Infection Control
8. Assisting with Minor Surgery
9. Urinalysis
10. Administering Medications
11. Mental Health

DEPARTMENTAL GUIDELINES *(optional)*

Final skills check off must be successfully passed in order to continue on in the clinical sequence. Minimum final grade of 2.0 in MA 112 required to pass this class and continue on to MA 113. Healthcare Provider CPR card and HIV/AIDs certificate must be current by the end of the quarter. All immunizations must be completed by the end of this quarter (including #2 of immunizations that are in a series).

PO5 and PO6 should be assessed.

DIVISION CHAIR APPROVAL

DATE