



# BROWARD COLLEGE COURSE OUTLINE

**LAST REVIEW: 2009-10**  
*(i.e. 2003-2004)*

**NEXT REVIEW: 2014-15**  
*(i.e. 2008-2009)*

**STATUS: A**  
*(A, I, D)*

**COURSE TITLE: Medical Office Procedures I**

**COMMON COURSE NUMBER: MEA 0255**

**CREDIT HOURS:**

**CONTACT HOUR BREAKDOWN:**

**CLOCK HOURS: 48**  
*(Voc. Course ONLY)*

*(per 16 week term)*

Lecture: **48**      Lab:

Clinic:                      Other:

**PREREQUISITE(S):**

**COREQUISITE(S): MEA 0255L**

**PRE/COREQUISITE(S): HSC 1531**

**COURSE DESCRIPTION:** Lecture Portion of MEA 0255L. Includes discussions in a classroom setting regarding urinalysis, microscopy, specimen collection and preparation, and basic office microbiology and bacteriology. Consists of 4 hours of lectures on a mini-semester twice a week. Professional Uniform required *(750 characters, maximum)*

## UNIT TITLES

1. Laboratory Safety- Universal Precautions
2. Introduction to the use and care of the Microscope
3. Collection and preparation of urine specimens for urinalysis
4. Physical examination of urine
5. Chemical examination of urine
6. Microscopic examination of urine
7. General Office Microbiology/Bacteriology

**Common Course Number: MEA 0255**

**Unit 1 Laboratory Safety  
Universal Precautions**

Role Delineation & CMA Content Components

Medicolegal guidelines & requirements  
Apply principles of infection control and asepsis  
Quality control  
Comply with quality assurance practices  
Document accurately  
Instruct individuals according to their needs  
Adhere to HIPAA regulations  
Maintains and dispose of regulated substances  
In compliance with government guidelines

**Specific Learning Outcomes:**

**Upon successful completion of this unit, the students should be able to:**

- 1.1 Describe the evolution of the Occupational Safety and Health Administration (OSHA)
- 1.2 Define the objective of quality assurance and equipment maintenance
- 1.3 List the universal precautions
- 1.4 Discuss the functions of a medical or clinical laboratory
- 1.5 Explain the safety rules that must be observed in the laboratory
- 1.6 Explain the most common laboratory profiles and associate the body system being surveyed.
- 1.7 List the different levels of laboratory personnel and their educational background.
- 1.8 Identify OSHA standards that seek to safeguard employees
- 1.9 Describe proper laboratory apparel
- 1.10 Give examples of physical and chemical hazards
- 1.11 State the different departments within a clinical laboratory and their associated testing responsibilities.

**Common Course Number: MEA 0255**

**Unit 2 The Microscope**

Role Delineation & CMA Components

Apply principles of infection control

Use Medical Terminology appropriately

Use Quality Control

Document Accurately

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 2.1 Locate and name the parts of the microscope
- 2.1 Explain the function of each part of the microscope
- 2.2 Explain the difference between the course and fine adjustments
- 2.3 Locate and explain the use of the low, high and oil-immersion objectives
- 2.4 Explain the proper care and storage of the microscope

**Common Course Number: MEA 0255**

**Unit 3 Collection and Preparation of Urine Specimens**

Role Delineation & CMA Components  
Apply principles of aseptic techniques  
Perform clinical duties  
Collect and process specimens  
Comply with quality assurance practices  
Document accurately  
Treat all patients with courtesy and respect  
Adapt communication to individual's ability to understand

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 3.1 Explain the importance of properly collecting urine specimens
- 3.2 List four types of urine specimens and explain when each may be required
- 3.3 Explain the use of preservatives when collecting an urine specimen
- 3.4 Explain safety precautions that must be observe when handling urine specimens
- 3.5 Explain how to instruct a patient to collect a clean-catch and mid-stream urine specimen according to gender
- 3.7 Explain how to instruct a patient to collect a 24h urine specimen

**Common Course Number: MEA 0255**

**Unit 4 Physical Examination of Urine**

Role Delineation & CMA Components

Manage time efficiently

Use Quality control

Collect and Process Specimens

Document accurately

Perform selected tests that assist with diagnosis and treatment

Safety Precautions

Asepsis in the medical office

Principles of infection control

Equipment preparation and operation

Collecting and processing specimens; diagnostic testing

Comply with quality assurance practices

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 4.1 Name the physical characteristics of urine evaluated during a routine urinalysis
- 4.2 List three abnormal urine colors and give the causes for each
- 4.3 List two conditions that may affect the appearance or transparency of urine
- 4.4 Explain how urine's specific gravity is determined
- 4.5 Discuss how to use the refractometer
- 4.6 Define the terms associated with the physical examination of urine
- 4.7 Explains the process of the physical examination of urine

**Common Course Number: 0255**

**Unit 5 Chemical Examination of Urine**

Role Delineation & CMA Components

Manage time efficiently  
Apply Principles of Aseptic Techniques  
Use Quality Control  
Collect and Process Specimens  
Perform selected tests that assist with diagnosis and treatment  
Comply with quality assurance practices  
Document accurately  
Adhere to HIPAA regulations  
Equipment preparation and operation  
Safety procedures  
Asepsis in the medical office

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 5.1 Discuss ten chemical tests routinely performed on urine and explain the principles of each
- 5.2 List the reference values for the ten urine chemical tests
- 5.3 Explain the specimen requirements for the chemical examination of urine
- 5.4 Explain the importance and function of quality assurance procedures in the chemical examination of urine
- 5.5 Explain the use of chemical reagent strips and interprets the results
- 5.6 Discuss the safety precautions that must be observed in the chemical testing of urine
- 5.7 Explains the confirmatory chemical tests available

**Common Course Number: MEA0255**

**Unit 6 Microscopic Examination of Urine**

Role Delineation & CMA Components

Manage time efficiently

Apply Principles of Aseptic Techniques

Use Quality Control

Collect and Process specimens

Document accurately

Perform selected tests that assist with diagnosis and treatment

Adhere to HIPAA regulations

Safety precautions

Equipment preparation and operation

Comply with quality assurance practices

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 6.1 Understands the role of the medical assistant with regards to the microscopic examination of urine
- 6.2 Define the terms associated with the microscopic examination of urine
- 6.3 Describe the four types of cells that may be found in the urine sediment
- 6.4 Outline the types of casts that may appear in the urine sediment and explains their significance
- 6.5 List the reference values for RBCs, WBCs, Casts, bacteria and other components that may be found in the microscopic examination of urine
- 6.6 List the steps necessary for preparation of the urine slide
- 6.7 List the different types of urine crystals and other sediment components and their significance
- 6.8 List the Universal Precautions applicable to this test
- 6.9 Discuss the results of the microscopic examination of urine sediment

**Common Course Number: MEA 0255**

**Unit 7 General Office Microbiology/Bacteriology**

Role Delineation & CMA Components

Manage time efficiently

Apply Principles of Aseptic Techniques

Collect and Process Specimens

Document accurately

Perform selected tests that assist with diagnosis and treatment

Adhere to HIPAA regulations

Safety precautions

Equipment preparation and operation

**Specific Measurable Learning Outcomes:**

**Upon successful completion of this unit, the student shall be able to:**

- 7.1 Understand the basic principles of microbiology/bacteriology as they apply to the medical/clinical laboratory
- 7.2 Explain the use of aseptic techniques in this area
- 7.3 Explain the use of transport media
- 7.4 Explain how to collect samples for microbiology/bacteriology testing
- 7.5 List the CLIA-Waived microbiology/bacteriology tests available