



BROWARD COMMUNITY COLLEGE COURSE OUTLINE

LAST REVIEW: 2005-06
(i.e. 2003-2004)

NEXT REVIEW: 2010-11
(i.e. 2008-2009)

STATUS: A
(A, I, D)

COURSE TITLE: Seminar in Medical Assisting

COMMON COURSE NUMBER: MEA 0952

CREDIT HOURS: 0.5

CONTACT HOUR BREAKDOWN:
(per 16 week term)

CLOCK HOURS: 26
(Voc. Course ONLY)

Lecture: **26** Lab:

Clinic: Other:

PREREQUISITE(S):

COREQUISITE(S): MEA 0800

PRE/COREQUISITE(S):

COURSE DESCRIPTION:

Lecture course designed to serve as a review for medical assisting students in preparation for their national certification examination. Selected areas of the curriculum will be emphasized as needed.

UNIT TITLES

- 1. Medical Terminology and Anatomy and Physiology**
- 2. Medical Law and Ethics**
- 3. Human Behavior/Relation and Communication**
- 4. Administrative Procedures**
- 5. Medical Records Management**
- 6. Clinical Procedures**
- 7. Medication Administration and Pharmacology**



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Unit 1 Medical Terminology and Anatomy and Physiology

Specific Measurable Learning Outcomes:

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

- 1.1 Basic structures such as prefixes, suffixes, abbreviations and symbols
- 1.2 Terms related to physical descriptions, diseases, conditions, diagnostic and treatment procedures.
- 1.3 The human body as a the body systems as a whole



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Unit 2 Medical Law and Ethics

Specific Measurable Learning Outcomes:

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

- 2.1 The different codes of ethics.
- 2.2 Legal guidelines for medical professionals
- 2.3 Federal and state laws
- 2.4 Regulatory agencies
- 2.5 Standards of practice



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Unit 3 Human Behavior/Relations and Communication

Specific Measurable Learning Outcomes:

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

- 3.1 The role of the Medical Assistant as it relates to professional standards of conduct and as an agent of the physician.
- 3.2 Therapeutic interactions with a diversity of patients and patients needs
- 3.3 The coping mechanisms of different ages and or special needs
- 3.4 Basic verbal and non-verbal communication skills
- 3.5 Telephone techniques



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Unit 4 Administrative Procedures

Specific Measurable Learning Outcomes:

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

- 4.1 Bookkeeping and accounting procedures
- 4.2 Accounts receivables and payable
- 4.3 Debt collection
- 4.4 Banking guidelines
- 4.5 Insurance and Coding
- 4.6 Computers and other related office equipment



Unit 5 Medical Records Management

Specific Measurable Learning Outcomes:

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

- 5.1 Types and purposes of medical records
- 5.2 Documentation and error corrections
- 5.3 Filing systems and filing methodologies
- 5.4 Legal and medical uses of medical records



Unit 6 Clinical Procedures

Specific Measurable Learning Outcomes:

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

- 6.1 Regulatory agencies
- 6.2 CLIA waved POL testing
- 6.3 Radiography procedures
- 6.4 Instrumentation and Minor Surgical procedures
- 6.5 Electrocardiography and other ambulatory monitoring procedures
- 6.6 Examination and position procedures
- 6.7 Quality Assurance, and Aseptic techniques
- 6.8 Vital signs and measurements
- 6.9 Emergency procedures
- 6.10 Patient Education



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Unit 7 Medication Administration and Pharmacology

Specific Measurable Learning Outcomes:

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

- 7.1 Principles of Pharmacology
- 7.2 Routes and procedures for administration of medication including immunizations
- 7.3 Prescriptions
- 7.4 Drug calculations