

# Introduction to Medical Assisting

## Course Summary

At the end of this course, you will have explored the roll of the medical assistant, including professionalism, duties, responsibilities, and medical specialties. You will also be informed about medical law and ethics, office management, and compliance and regulatory issues affecting the role of the medical assistant.

## Course Learning Objectives

- Explore the medical assistant profession
- Describe training, education, and credentialing for the medical assistant
- Explore medical science history and practice
- Describe medical office operations and computer usage
- Explore communication skills for the medical office professional
- Examine ethics in the medical field
- Explain compliance and regulatory issues in the health care industry

## Required Online Textbooks

e-Book: Pearson's Comprehensive Medical Assisting: Administrative and Clinical Competencies, Beaman and Fleming-McPhillips, ISBN: 0135008832:Enter description of reading here.

## Grading

Coursework will be weighted as follows:

**Participation      Quizzes      Discussions      Portfolios      Final Exams      Total**

5%	25%	20%	30%	20%	<b>100%</b>
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## Course Outline

<b>Lesson #</b>	<b>Lesson Name</b>	<b>Interactive Presentations (IP) and Readings</b>	<b>Assignment/Assessment</b>
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<b>1</b>	<i>The Medical Assistant Profession</i>	Topic 1: Role of Medical Assistant Topic 2: Goals and Responsibilities Topic 3: Skills and Qualities (pp. 4, 6–9)	Quiz
<b>2</b>	<i>Medical Assistant Training &amp; Requirements</i>	Topic 1: Requirements for Medical Assistant (pp. 6, 8–9)	Discussion
<b>3</b>	<i>Career Opportunities for Medical Assistant</i>	Topic 2: Career Opportunities for Medical Assistant (pp. 9–14)	Quiz

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4	<i>History of Medical Practice</i>	Topic 1: Developments in Medical History Topic 2: Medical Profession and Health Care Cost (pp. 20–29)	Quiz
5	<i>The Practice of Medical Science</i>	Topic 3: Medical Practices and Specialties Topic 4: Allied Health Professionals (pp. 29–41)	Portfolio
6	<i>Computers in the Medical Office</i>	Topic 1: Importance of Computers in Medical Office Topic 2: Basic Computer Components (pp. 236–240)	Quiz
7	<i>Computer Security &amp; Ergonomics</i>	Topic 3: Computer System Security Topic 4: Computers and Ergonomics (pp. 240–245)	Quiz

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<b>8</b>	<i>Medical Office Operations</i>	Topic 1: Safety Standards Topic 2: Safety Procedures and Hazards Topic 3: Quality Assurance (pp. 120–134)	Quiz
<b>9</b>	<i>Effective Communication Skills</i>	Topic 1: Communications in the Medical Office Environment (pp. 95–110)	Discussion
<b>10</b>	<i>Communication Strategies</i>	Topic 2: Communications in the Medical Office Environment (pp. 110–230)	Quiz
<b>11</b>	<i>Medical Law</i>	Topic 1: Medical Law (pp. 44–49)	Quiz

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<b>12</b>	<i>Professional Liability &amp; Federal Regulations</i>	Topic 2: Professional Liability (pp. 49–60)	Portfolio
<b>13</b>	<i>Medical Ethics</i>	Topic 1: Medical Ethics Topic 2: Principles of Medical Ethics (pp. 60–64)	Quiz
<b>14</b>	<i>Ethical Issues in the Medical Field</i>	Topic 3: Ethical Issues in the Medical Field (pp. 64–67, 384–385)	Discussion
<b>15</b>	<i>Medical Records</i>	Topic 1: Medical Records (pp. 250–257)	Quiz
<b>16</b>	<i>Management of Medical Records</i>	Topic 2: Medical Record Management Topic 3: Securing and Releasing of Medical Records (pp. 258–269)	Quiz
<b>17</b>	<i>Course Review</i>	Review all IP Topics Review all Readings	

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18	<i>Final Exam</i>	Enter Interactive Presentations and Readings here.	Final Exam
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