

**BERGEN COMMUNITY COLLEGE  
DIVISION OF HEALTH PROFESSIONS  
MEDICAL OFFICE ASSISTANT PROGRAM  
MOA241  
Clinical Laboratory Technology**

**Semester and year:**

**Course Number:** MOA-241

**Meeting Times and Locations:**

**Instructor**

**Office Number**

**Catalog Course Description:**

MOA-241 Clinical Laboratory Technology enables the student to develop competence in the techniques of laboratory procedure commonly performed in a physician's office. Procedures studied include urinalysis, hematology, bacteriology, immunology, and basal metabolism.

Prerequisite: MOA-240

**Credits:** 4

**Clock Hours:** 90

**Prerequisite:** MOA240 Clinical Office Practices

**Required Textbooks:**

*Clinical Procedures for the Medical Assistants, and Study Guide student workbook, Current Edition  
By Kathy Bonewit-West (Same book used for MOA-240)*

W.B. Saunders Company, A Harcourt Health Science Company

**Student Learning Outcomes**

Upon successful completion of this course, the student will be able to:

1. Demonstrate laboratory safety and quality assurance when performing laboratory tests
2. Perform routine urinalysis on human specimens using proper collection methods.
3. Perform venipuncture and skin punctures, using the guideline established with the OSHA's Bloodborne Pathogens Standards.
4. Calibrate, maintain laboratory instruments, operate and maintain binocular microscope.
5. Perform manual and automated hematologic studies.
6. Perform serologic tests, using antigen-antibody reactions for demonstrating end results.
7. Prepare bacterial smears to collect specimens and to perform throat and urine cultures.

**Means of Assessment**

Final grades will be based on the following criteria

1. Chapter tests
2. Competencies of multiple skills
3. Cumulative final exam

**Course Content**

1. Introduction to the Physician's Office Laboratory (POL)
2. Safety in the laboratory
3. The microscope
4. Other laboratory equipment and supplies
5. Statistics in the POL
6. Quality assurance and quality control
7. CLIA Waived Tests
8. Record keeping in the POL
9. Urinalysis, physical, chemical, microscopic, anatomy, collection of specimens
10. Hematology, collection, testing, manual, automatic
11. Immunology
12. Cultures

**Final Grade Evaluation:**

% of Points Earned	Grade
90 to 100%	A
86 to 89%	B+
80 to 85%	B
76 to 79%	C+
70 to 75%	C
0 to 69%	F

Skills Assessments/Competencies	30%
Chapter Tests	40%
Chapter Assignments	30%

**ACADEMIC INTEGRITY POLICY:**

All types of dishonesty, including unauthorized assistance in any academic work, cheating on tests, inappropriately or unethically using technology as a means to gain academic advantage, and plagiarism are in conflict with educational objectives of BCC and subject the student to disciplinary action. A student who violates this policy on dishonesty, cheating and plagiarism shall receive a failing grade on the assignment/test for the first offense in the course. Additional offenses will subject the student to dismissal from the course and/or dismissal from the program.

**Information on Academic and Support Services**

<http://bergen.smartcatalogiq.com/2019-2020/Catalog>

### **BCC Attendance Policy**

All students are expected to attend punctually every scheduled meeting of each course for which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance is maintained by the instructor administrative and counseling purposes.

### **Information on Academic and Support Services**

<http://bergen.smartcatalogiq.com/en/2012-2021/Catalog>

- The program faculty maintains office hours for counseling and is available to provide tutorial assistance to students.
- Students must make appointments in advance to meet with respective instructors.
- Students may also obtain assistance from the College Tutoring Center. Appointments must be made in advance through this center.
- The College has a personal counseling center for those students who may need personal assistance. Appointments are made directly through this center.
- Any problems or concerns or questions should be directed to the course instructor or the student's advisor.

### **Accommodations for Disabilities**

Bergen Community College aims to create inclusive learning environments where all students have maximum opportunities for success. Any students who feels he or she may need an accommodation based on a disability should contact the Office of Special Services.

Americans with Disabilities Act: Students who require accommodations by the Americans with Disabilities Act (ADA) can request support services from the The Office of Specialized Services of Bergen Community College 201/612-5270 or 5269 or via e mail at [ossinfo@bergen.edu](mailto:ossinfo@bergen.edu).

### **Mental Health and Well Being**

Mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. Bergen Community College has licensed personal counselors available to assist you with addressing these and other concerns you may be experiencing. You can learn about the confidential mental health services available on campus via the Health and Wellness Center.

### **Available Online and On Campus Resources**

Library <https://bergen.edu/library/>

Academic Support – [https://bergen.edu/academics/pathway-scholars-program/academic support](https://bergen.edu/academics/pathway-scholars-program/academic%20support)

The Writing Center and Tutoring Center – L125

<https://bergen.edu/tutoring/writingcenter/>

Online Writing Lab (OWL) [www.owl.english.perdue](http://www.owl.english.perdue)

Free Time Computer Labs

<https://bergen.edu/technologyassistance/computerlabavailability/>

Center for Student Success A-118 (Academic, Career, International and Transfer Counselors)

<https://bergen.edu/center-for-student-success/>

Personal Counseling HS 100

<https://bergen.edu/health-wellness-and-personal-counseling/personalcounseling/>

Instructors retain the right to revise the course syllabus as needed.

### **Clinical Lab Outline**

1. Urinalysis
2. Capillary Puncture
  - a. Hemoglobin A1c

- b. Hemoglobin
  - c. Glucose
  - d. Cholesterol
- 3. Phlebotomy
  - a. Order of the draw
  - b. Tube colors
  - c. Centrifuge
  - d. Prosthetic Arm
- 4. Hematology
- 5. Blood Chemistry
- 6. Immunology
  - a. Throat Culture
  - b. Covid Test
  - c. Flu Test
- 7. Microbiology