

Student Course Syllabus

Bergen Community College
Division of Health Professions
Medical Office Assisting Program

COURSE NUMBER/TITLE: MOA-141, Introduction to Medical Assisting

PREREQUISITE: None

HOURS/CREDITS

Lecture	3 hours
Credits	3

COURSE DESCRIPTION/GENERAL PURPOSE;

This course provides an introduction to the medical assisting profession with an emphasis on medicolegal and ethical concerns, medical practice arrangements, and interpersonal relations. In addition, students develop competence in basic administrative procedures.

TEXTBOOK:

The Administrative Medical Assistant and Student Workbook, by Mary E. Kinn, Seventh Edition. Philadelphia: W.B. Saunders Company, Copyright 2007

STUDENT LEARNING OBJECTIVES:

The student will:

1. demonstrate the role and function of the medical assistant` administrative and clinical, including certification and professional growth opportunities.
2. demonstrate professional attitudes and behavior.
3. practice medical ethics, medical etiquette, and medical law.
4. discuss medical science, the various medical specialties, and the variations in medical practice arrangements
5. write preliminary patient interviewing questions and case history forms.

6. describe various referral and supportive services and agencies.
7. patient teach nutrition and diet modification.
8. perform basic administrative competencies of patient scheduling, mail services, and records management.

STUDENT ASSIGNMENTS:

1. Reading assignments from textbook, supplementary textbooks, suggested journals, and handouts.
2. Research paper on approved topic, relevant to medical assisting.
3. Written/oral assignments on various specialized topics as given during the semester.
4. Test and quizzes on reading assignments and on lecture/discussion materials.

EVALUATION AND GRADING:

The following criteria will be utilized in determining final grades for this course:

Research paper
 Chapter tests
 Written/oral assignments
 All grades will be averaged for one final grade

Final Grade Evaluation:

% of Points Earned -	Grade
90 to 100%	A
86 to 89.9%	B+
80 to 85.9%	B
76 to 79.9%	C+
70 to 75.9%	C
0 to 69.9%	F

Accreditation Competencies

c. Medical Law and Ethics

- (1) Legal guidelines/requirements for health care
- (2) Medical ethics and related issues

e. Communication

- (1) Principles of verbal and nonverbal communication
- (2) Recognition and response to verbal and nonverbal communication
- (3) Adaptations for individualized needs

h. Professional Components

- (1) Personal attributes
- (2) Job readiness
- (3) Workplace dynamics
- (4) Allied health professions and credentialing

(1) Professional Communications

Respond to and initiate written communications

- (a) Recognize and respond to verbal communications
- (b) Recognize and respond to nonverbal communications
- (c) Demonstrate telephone techniques

(2) Legal Concepts

- (a) Identify and respond to issues of confidentiality
- (b) Perform within legal and ethical boundaries
- (c) Establish and maintain the medical record
- (d) Document appropriately
- (e) Demonstrate knowledge of federal and state health care legislation and regulations

(3) Patient Instruction

- (a) Explain general office policies
- (b) Instruct individuals according to their needs
- (c) Provide instruction for health maintenance and disease prevention
- (d) Identify community resources

ATTENDANCE POLICY:

Attendance policy: 90% of scheduled class time required. If student falls below 90%, their grade will drop 10%. Any student having a problem with attendance should contact instructor and have documentation of missing time.

Students who are late or leave early for 5 classes will be considered as 1 absent class.

90% of scheduled class time is required

TEST POLICY:

THERE ARE NO MAKE UP TESTS.

The lowest test grade will be dropped. If student misses a test, that is the student's dropped grade and must attend all tests dates. Final examination is mandatory.

Technology Policy:

If technology is not part of the classroom learning then it cannot be used. Cell phones are prohibited.