

**Medical Office Assistant Program  
Division of Health Professions  
MOA-244 Syllabus**

**MOA244– MEDICAL OFFICE ASSISTANT EXTERNSHIP II**

**Spring Semester**

**Contact Hours 8 - Credit Hours 1**

**Externship Clinical Coordinator –**

**Email:**

**Office:**

***Course Description:** This course enables the student to continue with 120 hours of directed experience in an assigned physician's office or other relevant medical facility. Emphasis is on refinement of skills and performance of all administrative and clinical tasks. Attendance is required at scheduled seminars.*

*All documents and evaluations for this class are in Moodle and can be downloaded as needed.*

**Pre-requisite: MOA 243**

**Co-requisite: MOA145**

**Objectives:**

1. To provide an externship experience that is meaningful and parallel in content and concept with the material presented in lectures and laboratory sessions.
2. To demonstrate competence in performing administrative and clinical tasks learned during the academic portion of the curriculum (as well as during the externship experience). However, Injections cannot legally be performed until after successful completion of the CMA Examination.
3. To demonstrate professional behavior in relationships with patients, supervisors, physicians and all members of the health care team.
4. To display interest in affiliation functions, initiative, and maturity of judgment.
5. To show punctuality and dependability by reporting for the assigned hours each week (116 required for the semester).
6. To demonstrate positive responses to constructive criticism and to show subsequent improvement
7. To develop receptivity for learning and applying new procedures.
8. To display professionally acceptable grooming and attire.

**Student Responsibilities:**

1. Meet all medical clearance requirements, background check clearance, purchase professional liability insurance for medical assistant students and submit to drug testing or any other externship site requirements, prior to beginning externship. Copies of any documentation are to be submitted to the Program Director for your file.
2. Strict adherence to OSHA Guidelines is required.
3. A completed and signed Memo of Understanding is required to be submitted to the Program Director at the beginning of the externship.
4. Complete an updated resume to be taken to the externship facility with a *copy* submitted to the Externship Clinical Coordinator for your file.

5. Maintain an updated Observation and Performance Checklist to be reviewed as requested by the Externship Clinical Coordinator.
6. Report to the assigned affiliation for the required hours each week (116 hours required for the semester). Lunch hours are not to be included in the required hours. Schedule of the hours set up should be submitted to the Externship Clinical Coordinator as soon as possible. Time sheet should be available at externship site for inspection at any time.
7. Notify Externship Clinical Coordinator, *immediately* if a change is made in the hours or days of the assigned externship.
8. Wear appropriate uniform to clinical affiliation and adhere to the professional standards on appearance outlined in the Medical Office Assistant Handbook.
9. Notify Externship Clinical Coordinator if unable to go to the externship on a particular day for an *extraordinary* reason. Also, contact the externship site to let the supervisor know that you will not be there. (Any missed time must be made up as soon as possible.)
10. Attend externship meetings and seminars to be conducted during the semester at times and places to be announced.
11. Complete an evaluation of the externship experience at the end of the semester. Guidelines for this evaluation will be provided.
12. Submit mid-semester evaluation form, completed by externship supervisor at the completion of 58 hours. A copy of The Performance and Observation Checklist is due at the Mid-Semester Seminar, along with a copy of your timesheet, for review by the Externship Clinical Coordinator and the originals must be handed in with all other materials by the due date.
13. All final evaluations, timesheet and reports must be submitted by \_\_\_\_\_ at the latest. Signatures are required where indicated and will not be accepted without these signatures. Names should be on all pages and all materials should be inserted in the folder provided. Strict adherence to deadline dates is essential for grading process.
13. Perform only those procedures that you are legally permitted to perform as a student. If you have any questions or concerns, please contact the Program Director or the Externship Clinical Coordinator for clarification.

Determination of Grades:

Grades will be determined according to the following criteria:

1. Periodic evaluations by Externship Clinical Coordinator	20%
2. Final evaluation by affiliation supervisor	50%
3. Student evaluation of facility	20%
4. Participation in individual conferences, meetings and seminars	<u>10%</u>
	<b><u>100%</u></b>

FINAL GRADE DETERMINATION:

<u>% of Points</u>	<u>Grade</u>
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