INTRODUCTION TO MEDICAL OFFICE
CLINICAL PROCEDURES – PART I
Course Syllabus

Course Number: BMEA-0404  
OHLAP Credit: No
OCAS Code: None
Course Length: 60 Hours
Career Cluster: Health Science
Career Pathway: Therapeutic Services
Career Major(s): Basic Medical Assistant/Clinical Medical Assistant, Medical Assistant with Phlebotomy

Pre-requisite(s):

Course Description: This course is designed to introduce, prepare, and ensure student competency in clinical skills required at an entry level position for a medical assistant. Students learn to obtain patient histories and vital signs, assist with minor office procedures, patient assessment and education along with various other techniques involving assisting a physician within the parameters of a medical office.

Textbooks:
Dahl, Barbara; Lindh, Wilberth; Pooler, Marilyn; and Tamparo, Carol.(2010). Comprehensive Medical Assisting (Administrative and Clinical Competencies- Workbook), 4th Edition. Delmar: Clifton Park, NY
Dahl, Barbara; Lindh, Wilberth; Pooler, Marilyn; and Tamparo, Carol.( 2010). Comprehensive Medical Assisting (Administrative and Clinical Competencies- Text), 4th Edition. Delmar: Clifton Park, NY
Dahl, Barbara; Lindh, Wilberth; Pooler, Marilyn; and Tamparo,Carol.(2014). Comprehensive Medical Assisting (Administrative and Clinical Competencies- Workbook), 5th Edition. Delmar: Clifton Park, NY
Dahl, Barbara; Lindh, Wilberth; Pooler, Marilyn; and Tamparo, Carol.(2014). Comprehensive Medical Assisting (Administrative and Clinical Competencies- Text), 5th Edition. Delmar: Clifton Park, NY

Online Resources:
MOSS (Medical Office Simulation Software CD-ROM, Delmar Publishing (2010)
StudyWARE to Accompany Comprehensive Medical Assisting Competencies, Delmar Publishing (2010)
Evolve Learning Resources On-Line Learning Site, Elsevier
Blackboard

Course Objectives:
A. Assess, interview, and obtain patient medical history.¹
B. Obtain, measure, and document patient anthropometric measurement and vital signs.¹
C. Identify and assemble supplies needed for routine physical examination.¹
D. Assist physician during physical examination.¹
E. Identify medical instruments.¹
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F. Assemble instruments for special procedures. ¹
G. Assist in the implementation of procedures as directed by physician. ¹
H. Demonstrate written and verbal ability to establish and deliver appropriate patient education. ¹
I. Discuss nutrition and exercise program with a variety of patients. ¹
J. Explain how to perform monthly self breast exams and testicular exams. ¹

¹ ODCTE Objective
All unmarked objectives are TTC instructor developed.

Teaching Methods: The class will primarily be taught by the lecture and demonstration method and supported by various media materials to address various learning styles. There will be question and answer sessions over material covered in lecture and media presentations. Supervised lab time is provided for students to complete required projects.

Grading Procedures: 1. Students are graded on theory and lab practice and performance.
2. Each course must be passed with seventy (70%) percent or better.
3. Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.
4. Career Major grades established during coursework are a major criteria in successfully obtaining certification.

Description of Classroom, Laboratories, and Equipment: Tulsa Technology Center campuses are owned and operated by Tulsa Technology Center School District No. 18. All programs provide students the opportunity to work with professionally certified instructors in modern, well-equipped facilities.

Available Certifications/College Credit: The student may be eligible to take state, national or industry exam after completion of the program. College credit may be issued from Oklahoma State University-Okmulgee or Tulsa Community College. See program counselor for additional information.

College Credit Eligibility: The student must maintain a grade point average of 2.0 or better.