INTRODUCTION TO MEDICAL OFFICE
CLINICAL PROCEDURES – PART II
Course Syllabus

Course Number: BMEA-0394
OHLAP Credit: No
OCAS Code: None
Course Length: 60 Hours
Career Cluster: Health Science
Career Pathway: Therapeutic Services
Career Major(s): Basic 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 aseptic techniques, minor office procedures, basic diagnostic testing techniques, phlebotomy, patient assessment techniques and applications, along with various other techniques involving assisting a physician within the parameters of a medical office.

Textbooks:

- Dahl, Barbara; Lindh, Wilberta; Pooler, Marilyn; and Tamparo, Carol.(2010). Comprehensiv Medical Assisting (Administrative and Clinical Competencies- Workbook), 4th Edition. Delmar: Clifton Park, NY
- Dahl, Barbara; Lindh, Wilberta; Pooler, Marilyn; and Tamparo, Carol.(2010). Comprehensiv Medical Assisting (Administrative and Clinical Competencies- Text), 4th Edition. Delmar: Clifton Park, NY
- Dahl, Barbara; Lindh, Wilberta; Pooler, Marilyn; and Tamparo, Carol.(2014). Comprehensiv Medical Assisting (Administrative and Clinical Competencies- Workbook), 5th Edition. Delmar: Clifton Park, NY
- Dahl, Barbara; Lindh, Wilberta; Pooler, Marilyn; and Tamparo, Carol.(2014). Comprehensiv 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. Apply techniques and infection control methods. ¹
B. Apply surgical aseptic techniques during minor surgical procedure done in the medical office. ¹
C. Identify and use medical equipment most commonly used in the physician's office laboratory. ¹
D. Perform diagnostic testing on collected urine. ¹
E. Demonstrate procedures performed by the medical assistant in the medical lab setting. ¹
F. Identify and demonstrate the various patient positions used during the following diagnostic tests:
1. CT Scans
2. Nuclear Medicine
3. MRI
4. PET
5. Ultrasound

Perform the following phlebotomy skills:
1. Venipuncture using the evacuated tube
2. Syringe and butterfly method
3. Heel sticks
4. Finger sticks
5. CBC
6. H/H
7. Microhematocrit
8. Capillary blood specimen

Perform an EKG procedure.
Identify the important parts of the microscope.
Use and properly care for the microscope.

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.