MEDICAL ASSISTING CLINICAL EXPERIENCE
Course Syllabus

Course Number: BMEA-0305
OHLAP Credit: No
OCAS Code: None
Course Length: 165 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: In this course, students apply the knowledge and skills acquired in previous medical assistant courses to the clinical site. Externship assignments are scheduled to provide students with adjunct faculty and supervised experience in performing the skills and competencies of a medical assistant in a physician's office. Students will accept accountability and responsibility for their own behavior while in the learning environment and will practice within the clinical and legal framework of the profession of medical assistant.


Online Resources: American Association of Medical Personnel Online Study Guide

Course Objectives:
1. Demonstrate professionalism in manner and image. ¹
2. Apply ethical standards and be respectful of the patient's rights. ¹
3. Exhibit an ability to get along with staff in the externship and be able to show courtesy and willingness to share the workload. ¹
4. Maintain confidentiality of verbal, written, and electronically-generated information. ¹
5. Respond positively to supervision and guidance. ¹
6. Exhibit effective verbal and nonverbal communication. ¹
7. Demonstrate the use of grammatically correct written and verbal communication. ¹
8. Perform administrative duties needed for effective office management and patient coordination. ¹
9. Perform administrative duties needed for legal and financial management of the practice. ¹
10. Provide information related to methods of health promotion and disease prevention. ¹
11. Apply fundamental principles of aseptic techniques and infection control complying with quality assurance practices. ¹
12. Prepare and maintain fundamental principles in coordination of patient care. ¹
13. Demonstrate proficiency of the required clinical procedures listed in the competency profile. ¹
14. Recognize and respond to emergencies. ¹
15. Comply with HIPPA guidelines. 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.