

Course Outline

Introduction to Medical Assisting

Your Course Code is
3903

Course Objectives

Upon completion of this course, graduates will be trained to:

- Use medical terminology to communicate with other medical professionals.
- Perform the administrative and clinical duties of an entry-level medical assistant.
- Respond appropriately to medical emergencies and other common medical conditions.
- Communicate effectively with patients to assist them with exams, diagnostics, therapies and insurance.
- Work within the medical assistant's scope of practice based on ethical and legal guidelines.

UNIT 1

Lesson 1: Welcome to the World of Health Care

In this introductory lesson, you'll learn all about U.S. Career Institute. In addition, you'll learn about the daily activities that occur in medical facilities and how medical assistants interact with other healthcare professionals. Plus, you'll explore all of your great career opportunities!

Quiz 1

Lesson 2: Work in the Medical Front Office

Learn how to handle medical front office procedures—from scheduling appointments to handling walk-ins. You'll also learn how to handle the mail, and you will become familiar with office management skills.

Quiz 2

Lesson 3: Introduction to Medical Terminology

Here you'll get your first taste of how you will use medical terms in your new career. Learn about root words, prefixes and suffixes and learn how to derive word parts from medical terms. In addition, you'll divide and combine medical terms to understand their meanings and how these medical terms describe diagnoses and procedures.

Quiz 3

Lesson 4: What Is a Medical Record?

In Lesson 4 you will learn the importance of documentation in medical records and identify types of medical records and forms. This lesson also discusses how HIPAA regulates the management of health records, including the EHR.

Quiz 4—Trigger Quiz

Lesson 5: Emergencies in the Medical Office

Learn how to perform triage to assess the severity of a medical emergency. Also discover the ten most common emergencies, and learn the causes, symptoms and treatments. Your *First Aid Manual* details many other emergencies with step-by-step instructions.

Quiz 5

Lesson 6: Medical Equipment and Supplies

This lesson teaches you to identify and prepare common clinical equipment, as well as typical supplies for specific treatments. You'll learn about common surgical instruments and how to prepare a minor surgical tray.

Quiz 6



UNIT 2

Lesson 7: Introduction to Anatomy

In this lesson you'll get an overview of human anatomy—how the human body is put together and how medical professionals describe the sections of the body.

Quiz 7

Lesson 8: Anatomy of the Human Body

This lesson discusses each of the body's organ systems, how they work and what can go wrong.

Quiz 8

Lesson 9: Vital Signs

Here you'll learn about the equipment you'll use and how to properly record patients' vital signs, as well as the factors that can affect them. The *Virtual Lab* will demonstrate how to properly take patients' vital signs.

Quiz 9

Lesson 10: Safety in the Medical Office

This lesson covers basic safety regulations and procedures, plus infection control and aseptic technique. You will watch demonstrations of procedures using your *Virtual Lab*.

Quiz 10—Trigger Quiz

Lesson 11: Communication Skills: Working with Patients

Personality traits, biology, health, stress and psychological disorders can affect human behavior. You'll discover the best ways to interact with patients and co-workers.

Quiz 11

Lesson 12: Medical Insurance 101

This lesson explains the basics of health insurance and the terms you need to know when working with claims. You will also be introduced to the manuals used to apply codes to medical records.

Quiz 12

Affiliations & Partnerships



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UNIT 3

Lesson 13: Electronic Health Records

Discover how to use software to create medical records and schedule appointments.

Quiz 13

Lesson 14: The Patient Exam

Learn how to prepare patients for exams, plus assist with exams and chart patient notes.

Quiz 14

Lesson 15: Medical Ethics and Legal Responsibilities

Examine the medical ethics and legal responsibilities that pertain to the healthcare industry, and specifically to medical assistants.

Quiz 15

Lesson 16: Blood Testing

Learn about maintaining safety when conducting blood tests and become familiar with medical equipment. You'll see demonstrations of procedures in the *Virtual Lab*.

Quiz 16

Lesson 17: Introduction to Bookkeeping Procedures

Basic bookkeeping skills for medical offices, including making deposits, writing checks and handling payroll, are covered in this lesson.

Quiz 17—Trigger Quiz

Lesson 18: Technology and Health Care

Explore how computers are used in the medical office. You'll learn about word processing, databases, scheduling software and spreadsheets.

Quiz 18

Lesson 19: Bacterial Smears and Cultures

This lesson explains the purpose of bacterial tests, as well as common diseases caused by bacteria. You'll also learn the steps to prepare bacteriological smears and samples for testing.

Quiz 19

UNIT 4

Lesson 20: Body Fluid Specimens

Learn methods of body fluid collection and testing. With the *Virtual Lab* you'll study pregnancy tests, strep cultures, urinalysis and more!

Quiz 20

Lesson 21: Patient Therapies

Learn about patient therapies, including heat treatments, cold treatments, ultrasound and ROM joint exercises. You'll also learn how to instruct patients about therapeutic treatment they can perform at home.

Quiz 21—Trigger Quiz

Lesson 22: Pharmacology

Learn the basics of pharmacology—drug forms, sources of drug information, drug regulation and patient education. Discover the specific drugs used for each organ system, as well as antibiotics, anesthetics, antituberculars, antifungals, antivirals and vaccinations.

Quiz 22

Lesson 23: Assisting with Special Examinations

This lesson familiarizes you with specialized procedures such as pelvic examinations, breast examinations and sigmoidoscopy. This lesson will also explore radiology.

Quiz 23

GRADING CRITERIA

92-100%	=	A
85-91%	=	B
75-84%	=	C
70-74%	=	D
Below 70%	=	F

If you plan to work independently, your grades should consistently be above 85%. If your grades are 84% or below, you will need to make improvements to bring your skills to an employable level.

Your final grade point average will be calculated on all graded assignments in this course. You must complete all assignments and attain a final grade point average of 70% or higher to earn a certificate.

UNIT 5

Lesson 24: Minor Surgical Procedures

You'll learn how to assist in minor surgical procedures and techniques in this lesson. The *Virtual Lab* will demonstrate how to remove sutures and set up a minor surgical tray.

Quiz 24

Lesson 25: Preparing and Administering Medications

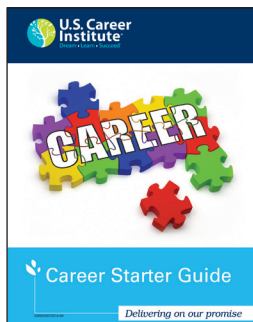
Learn the basics of drug administration. You'll use the *Virtual Lab* to learn how to withdraw, prepare and administer injections and oral medications.

Quiz 25

Lesson 26: Testing Your Knowledge

The final lesson provides a real-world practicum that allows you the opportunity to apply your medical assisting skills.

Quiz 26



Career Starter Guide

A U.S. Career Institute exclusive! The Career Starter Guide will give you step-by-step guidance in getting your first job. You'll learn how to create the best résumé for yourself... how to write a letter of inquiry...how to perfect your interview skills and much more.



www.uscareerinstitute.edu