

MA 111 : INTRODUCTION TO PROFESSIONAL MEDICAL ASSISTING

Transcript title

Intro to Prof Med Assist

Credits

4

Grading mode

Standard letter grades

Total contact hours

40

Lecture hours

40

Course Description

Introduces medical assistant key competencies related to office practices and administrative responsibilities defined by the Commission on Accreditation of Allied Health Education Programs and the Medical Assisting Educational Review Board. Includes concepts related to professionalism, diversity, confidentiality, communication, telephone techniques, legal concepts, scheduling, triage skills, and office safety.

Course learning outcomes

1. Identify components of professional medical assisting role, incorporating relevant legal and regulatory guidelines.
2. Apply principles of environmental safety and emergency planning in a medical setting.
3. Use professional verbal and nonverbal communication.
4. Model accountability, reliability, and respect for diversity.
5. Perform patient education according to principles of education theory.

Content outline

1. Scope of Practice and Standard of Care
2. Professionalism in Medical Assisting
3. Legal Concepts
4. Ethics and Personal Ethics
5. Bill of Rights and Intro to the Electronic Health Record
6. Communication and Barriers to Communication
7. Documentation and Americans with Disabilities Act
8. Diversity in Medical Assisting
9. Telephone Communication
10. Office Safety and Patient Education Project

Required materials

Computer and textbook is required.