



# Harlingen School of Health Professions

## Course Syllabus



**COURSE:** Certified Medical Assistant

**Room#:** 143

**INSTRUCTOR:** Cinthya Valdez, CMA (AAMA), AAS

**EMAIL:** [Cinthya.valdez@hcsisd.org](mailto:Cinthya.valdez@hcsisd.org)

### **Course Description:**

Medical Assistants are expected to possess a variety of skills and exhibit flexibility in varying roles requiring a broad understanding of ambulatory medical care to function effectively. To align to those requirements, the curriculum content was selected and developed based upon the list of duties defined by the job analysis. In this course, the student will continue to learn and refine how to assist physicians and nurses in the clinic and office settings. Each student will learn a variety of skills allowing them to function in all areas of the medical office. Those skills will include: taking Vital Signs, performing EKGs, assisting with Phlebotomy requests, performing urinalysis, assisting with medication administration, and facilitating physician/patient rapport. The student will also be introduced to administrative skills such as Medical Coding and Patient Record Keeping and will become knowledgeable in medical ethics. The course will prepare the student for the certification exam and the senior year externship.

### **Student Learning Objectives:**

#### 1. Communication Skills:

- Listen actively and respectfully to analyze the substance of others comments.
- Speak in an understandable and organized fashion to explain their ideas, express their feelings, or support a conclusion.
- Utilize therapeutic communication when interacting with clients.
- Maintain confidentiality and privacy of clients in all communication.
- Write in an organized and grammatically correct fashion utilizing principles of health care documentation.

#### 2. Thinking and Reasoning:

- Demonstrate critical thinking by logically solving problems and explaining their rationale.

#### 3. Information Competency:

- Use technology effectively and responsibly at a level that is necessary to achieve personal, professional and educational success.
- Maintain confidentiality and privacy of patient records both hard copy and electronic.

#### 4. Diversity:

- Demonstrate individual responsibility, personal integrity, and respect for diverse peoples and cultures including those with different cultural and linguistic backgrounds and different abilities.

#### 5. Civic Responsibility:

- Show accountability for making ethical and legal decisions as they relate to the delivery of care in the medical assistant role.
- Demonstrate personal integrity and professional accountability.

6. Life Skills:
  - Work effectively in a group.
  - Demonstrate time management and organizational skills.
  - Demonstrate work ethic and customer service skills.
7. Career Development:
  - Develop commitment to lifelong learning.

**Methods of Instruction will include:**

- ◆ Lecture and discussion
- ◆ PowerPoint and video presentations
- ◆ Small group presentations and discussion
- ◆ Computer-based tutorials and interactive training
- ◆ Guest lecturers
- ◆ Student projects
- ◆ Role play
- ◆ Worksheets
- ◆ Laboratory Activities

**OUT OF CLASS ASSIGNMENTS:** In addition to the in-class assignments, students must devote several hours/week on assignments including:

- ◆ Assigned text readings and related health articles.
- ◆ Workbook assignments.
- ◆ Computer tutorials.
- ◆ Practice exams.
- ◆ Project Preparation
- ◆ Report Preparation
- ◆ Written Assignments
- ◆ Dedicated Study Time

**Textbook:** Kinn's The Medical Assistant 13<sup>th</sup> Edition

**Class Communication:** Edmodo and Instructor's email

**Tutorials:** Tuesday/Thursday 3:35pm – 4:35pm, and by appointment

**Supply List:**

- 1-inch 3-ring binder
- Sheet Protectors
- Loose ruled paper
- Black-ink pens
- Pocket Notepad
- Watch with second hand
- 3x5 Index cards for vocabulary words
- Agenda (Optional)

- Calculator (Optional)
- Additionally, project supplies such as poster board may be requested during the semester to complete group assignments.

**\*A minimal number of personal computers will be provided for classroom use; if possible, students should bring a personal electronic device other than a cellular phone for internet access in order to maximize their learning during the regularly scheduled day.**

**Classroom Expectations:**

- Come to class everyday on time ready to learn with a positive attitude.
- Come to class prepared with all the necessary materials.
- Complete all assignments neatly, accurately, and on time
- Maintain a neat and organized notebook.
- All school rules apply in the classroom.
- Courtesy/Respect to everyone.
- Begin working on posted daily assignment upon entering the classroom.
- Actively and constructively participate in and contribute to class discussions and activities.

**Classroom Dress code:**

Only closed-toe shoes are allowed in class

Hair must be out of face and off of neck

No necklaces or chains

No rings

Earrings- One set of studs only

Nails - No longer than finger-tip length, no fake nails or nail polish.

**GRADING: Nine Weeks Average**

Exams 25%

Daily Work 75% (quizzes, group work, projects, journals, vocabulary, and class participation)

- It is the student's responsibility to turn in all work on the designated due date. Assignments are due on the posted due date.
- For each school day that assignments are not turned in, 10 points will be deducted per day up to a maximum of 50 points.
- After 10 school days, assignments are no longer accepted for credit.

**MAKE-UP WORK:**

It is the student's responsibility to ask for assignments that he/she has missed. Failure to do so will result in the student staying for after-school tutoring at the instructor's discretion, to complete any missing assignments. The time allotted for all make-up work is 1 day per absence.

**RETESTING PROCEDURES:**

Please refer to HCISD district policy in the student handbook.

**CLASS SCHEDULE:**

Attached you will find a tentative class schedule. Please read the chapters **prior** to the date that the chapter is posted. You must complete all assignments for each chapter after you have read the chapter. Be sure to bring notes and study guides for chapters completed on each exam day with the chapters that you will be tested on. If the completed study guide is not turned in prior to the administration of the exam, you will receive a 5-point reduction in the credit you would have earned. All dates account for A/B blocking. Check the date that corresponds with your class day. Scheduled due dates are subject to change at instructor's discretion.



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**COURSE:** Certified Medical Assistant

**Room#:** 147

**INSTRUCTOR:** Christina Ramos, RN, BSN

**Contact #:** 956-430-4078

**EMAIL:** [christina.ramos2@hcsd.org](mailto:christina.ramos2@hcsd.org)

**Office Hours:** 9:45am – 11:20am

**PLEASE RETURN THIS SHEET**

I have read and understand the attached syllabus.

**Certified Medical Assistant**

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***\*Please sign and return this sheet only. Your child is responsible for keeping the syllabus in his/her organized binder. You are welcomed to make a copy for your records.***