COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Externship
COURSE NUMBER	MEDA 0195
DIVISION	Health Professions
DEPARTMENT	Medical Assistant
CIP CODE	51.0801
CREDIT HOURS	4
CONTACT HOURS/WEEK	Clinical: 40 (full-time)
PREREQUISITES	None
COURSE PLACEMENT	This course is part of a selective admission program. Students must be admitted to the Medical Assistant program to enroll in this course.

COURSE DESCRIPTION

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a supervised, unpaid, 180 hour externship in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional. Requires current cardiopulmonary resuscitation (CPR) certification (health care provider level).

PROGRAM ALIGNMENT

This course is part of a program aligned through the Kansas Board of Regents and Technical Education Authority. For more information, please visit:
https://kansasregents.org/workforce_development/program-alignment

PROGRAM LEARNING OUTCOMES

1. Define diseases and related treatments for the body systems.
2. Demonstrate clinical and laboratory skills necessary for entrylevel employment.
3. Practice basic principles and practices of safe pharmacological administration.
4. Modify communication to effectively interact with and provide education to patients of varying backgrounds.
5. Select appropriate reference materials to enhance performance of job functions and patient education.
6. Comply with principles of records management to complete incident reports, documentation, data entry and electronic health records.

7. Demonstrate legal, ethical, and safe behaviors when performing the duties of the medical assistant.

TEXTBOOKS

http://kckccbookstore.com/

METHODS OF INSTRUCTION

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

I. Clinical practice skills
   a. Basic patient care
   b. Laboratory skills
   c. Assist provider

II. Communication
   a. Verbal/nonverbal
   b. Written
   c. Electronic
   d. Documentation
   e. Patient education

III. Administrative skills
   a. Accounting
   b. Bookkeeping
   c. Coding
   d. Scheduling
   e. Medical records

IV. Healthcare law
   a. HIPPA
   b. ADA
   c. Patient Bill of Rights
   d. Standard of care

V. Safety
   a. FDA/DEA
   b. Hazmat/MSDS
   c. Evacuation and fire
   d. Work environment

VI.   Prepare for Employment
    a. Resume
    b. Employment applications
    c. Interview

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

A. Demonstrate foundational clinical practice skills.
1. Obtain vital signs.
2. Perform venipuncture, capillary puncture,
3. Perform pulmonary function testing
4. Perform electrocardiography.
5. Administer medications.
6. Perform patient screening using established protocols.
7. Select proper sites for administering parenteral medication.
8. Assist the provider with patient care.
9. Perform quality control measures.
10. Perform hematology testing.
11. Perform chemistry testing.
12. Perform urinalysis.
13. Perform immunology testing.
14. Screen test results.

B. Communicate effectively nonverbally, orally, and in writing.
15. Use reflection, restatement, and clarification techniques to obtain a patient history.
16. Identify nonverbal communication.
17. Instruct patients according to their needs.
18. Document patient care.
19. Document patient education.
20. Recognize elements of fundamental writing skills.
21. Discuss applications of electronic technology in effective communication.
22. Organize technical information and summaries.
23. Compose professional business letters.

C. Perform medical business practices.
24. Perform accounting procedures.
25. Perform bookkeeping procedures.
26. Execute data management using electronic healthcare records such as EMR.
27. Discuss pros and cons of various types of appointment management systems.
28. Describe scheduling guidelines.
29. Recognize office policies and protocols for handling appointments.
30. File insurance claim forms.

31. Perform procedural coding.
32. Perform diagnostic coding.
33. Describe guidelines for third party claims.

D. Provide patient care in accordance with the regulations, policies, laws, and patient's rights.
   34. Identify how the Americans with Disabilities Act (ADA) applies to the medical assisting profession.
   35. Summarize the Patient's Bill of Rights.
   36. Describe the implications of HIPAA for the medical assistant in various medical settings.
   37. Discuss licensure and certification as it applies to healthcare providers.
   38. Compare and contrast provider and medical assistant roles in terms of standard of care.

E. Demonstrate quality control and safety measures.
   39. Describe the importance of Materials Safety Data Sheets (MSDS) in the healthcare setting.
   40. Discuss all levels of governmental legislation and regulation as they apply to medical assisting practice, including FDA and DEA regulations.
   41. Identify safety techniques that can be used to prevent accidents and maintain a safe work environment.
   42. Describe fundamental principles for evacuation of a healthcare setting.
   43. Discuss fire safety issues in a healthcare environment.

F. Prepare for employment.
   44. Prepare resume and cover letter for externship.
   45. Complete an employment application.
   46. Successfully interview for an externship position.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html