



**West Los Angeles College
Allied Health Division
Medical Assisting Program
Fall 2013**

**Practicum for the Medical Assistant
Course Syllabus**

Prepared by Dr. Yervant "Eric" Boghos

Course title:	Practicum for the Medical Assistant
Course #:	HLTHOCC 059
Course units:	2
Instructor:	Dr. Yervant "Eric" Boghos
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Phone #:	(310)287-7232
Office hours:	Tuesday 3:30—5:00 pm Thursday 4:00—5:00 pm
Prerequisite:	None
Textbook and Workbook:	Medical Assisting Foundation & Practice
Author:	Margaret Schell Frazer, Christine Malone and Connie Morgan
Publisher:	Pearson

I. COURSE DESCRIPTION:

This course provides an introduction to practical experience in the health care setting where students will be able to apply knowledge, perform administrative and clinical procedures and develop professional attitudes. Students will have observational and supervised work assignments.

II. COURSE OBJECTIVES:

Upon completion of this course the students will be able to:

1. Observe clinical skills in the assigned clinical setting.
2. Perform clinical skills under supervision in the clinical setting.
3. Observe administrative procedures in the assigned clinical setting.
4. Perform administrative procedures under supervision in the clinical setting.
5. Identify clinical and administrative skills and procedures that need reinforcement.
6. Discuss ethical and communication issues that arise in the health care setting.
7. Discuss professional and legal issues that may arise in the health care setting.
8. Discuss interactions with Adults, children and geriatric patients.

III. STUDENT LEARNING OUTCOMES: (SLOs)

- Critical Thinking:

Analyze problem by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

- Communication:

Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

- Technical Competence:
Utilize the appropriate technology for informational, academic, personal, and professional needs.
- Medical Ethics: a. Render services with respect for human dignity.
b. Uphold the honor and high principles set forth by the AAMA.
c. Respect patient confidentiality and continually improve knowledge & skills

IV. STUDENT LEARNING OUTCOME ASSESSMENT:

- a. Students will be evaluated on their ability to apply problem solving techniques during their practicum in the medical office.
- b. Students will be evaluated on correctly using medical office equipment and supplies.

IV. INSTRUCTIONAL METHODS:

- Lecture
- Group discussion.(case study)
- Lab. group practice (role play)
- Assignment(2)
- Quizzes (1)

V. CLASSROOM/LAB DRESS CODE AND GROOMING:

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 15 and 16.

VI. FOOD, DRINKS AND CELL PHONE POLICIES:

- Food and drinks are **NOT** allowed during the lecture and lab.
- Cell phones and other communication devices are **NOT** allowed to use during the lecture and lab.

VII. ATTENDANCE, TARDINESS AND ABSENCES POLICIES:

- Attendance is mandatory and required at all sessions.
- Be in the classroom on time.
- Unexcused absences, tardiness or left early will be handled with the WLAC Policy.

VIII. ACADEMIC DISHONESTY:

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 13.

IX. COURSE OUTLINE AND SCHEDULE

Week	Day & Date	Time	Lecture Topics and Activities	Lec.	Assignment
1	Friday Oct. 25. 13	4:00pm To 7:00pm	Review of clinical skills and administrative procedures	3	Review of the clinical skills & administrative procedures. From Text Book
2	Friday Nov.21.13	4:00pm To 7:00pm	1. Review of communication skills. 2. Case study, group project and presentation.	3	Critical Thinking Group analysis of issues that arise in the health care setting.

3	Friday Dec.13.13	4:00pm To 7:00pm	1. Review of professional, ethical and legal issues 2. Quiz	3	Summary and analysis of observations at assigned Medical office (In writing)
Total Lecture				9 h.	

Week	Laboratory Topics	Hours per Topic	
1	Observation and supervised practice of clinical skills	30	
2	Observation and supervised practice of administrative procedures	30	
3	Observation of resolution of ethical and communication issues	21	
		Total Laboratory	81 h.
		Total Lecture	9 h
		Total	90 h
This Syllabus is Subject to Modification or Revision			

1X. GRADING AND EVALUATION:

- The grade in this course will be based upon:

- a. Assignments (2) 50 points (25 points each)
- b. Quizzes (1) 50 points

- The maximum is 100 points = 100 % = A

90-----100 points = 90 -----100 % is A = Excellent

80-----89 points = 80 ----- 89 % is B = Good

70-----79 points = 70-----79 % is C = Average

60-----69 points = 60-----69 % is D

50-----59 points = 50----- 59 % is F

Below 100 points or 69 % and less is non-passing grade. **Note:** There are **NO** make up tests or quizzes
Extra credit: 10 points for additional assignment. To be announced.

