

Instructor: Remeca Norwood

Phone: 360.570.4510

Email: [Remeca.Norwood@Tumwater.k12.wa.us](mailto:Remeca.Norwood@Tumwater.k12.wa.us)

## Medical Assisting Program

School Year 2022-2023

### Class Hours:

7:50 AM- 10:20 AM

11:10-1:40 PM

### Course Overview:

The Medical Assisting Program institutes hands on soft skill learning that facilitates a “Real Work” environment they’ll encounter as an Allied Health professional. The course will model the National Consortium for Health Science (NCHSE) and the National Healthcare Association (NHA). The program provides enhanced learning concepts and skills ranging from clinical to administrative practices in a variety of healthcare settings. Students are introduced to the basic concepts of Professional Practice, General Safety Standards, Medical Terminology, Employability, CPR and First Aid, BLS, Compliance and Professional Ethics. In addition to learning the Certification Exam process, students develop training in the health occupation industry that:

- Demonstrates Understanding Role of a Medial Assistant
- Hands-on skill practice with competency skills checks
- Basic Education on professional leadership and development
- Introduction to career exploration and Career pathways of interests
- **Students receive additional knowledge of Administrative Duties**
  - Show understanding of HIPPA, Medical law and Ethics
  - Scheduling appointments, Input real time clinical data entry
  - Demonstrates general medical office management
  - Learn fundamental terms related to health insurance and employer/employee benefits

- Basic introduction to Revenue and finance for claim processing. (ie., Superbill, Co-pays, statements, and receipting)
- Diagnostic and procedural coding

#### Course Objectives and Units:

1. Orientation to Program and introduction to Medical Assisting
2. Introduction to terminology, Anatomy, and Physiology
3. Medical Office Emergencies/CPR and First Aid
4. To broaden the student's knowledge base of health care delivery systems (HER)
5. Identify key principles with regulatory bodies and compliance agencies
6. Clinical and Non-Clinical Operations introduction
7. Use correct & approved medical terminology & abbreviations relating to human body structure, function and Disease
8. Identify and discuss the structure and function of the body systems in health and disease
9. Identify and explain factors relating to the transmission of disease and prevention of transmission, policies and procedures utilizing personal protective equipment in infection control of patient care

#### Course Supplies:

Students will need to have a blue or black ink pen and a composition notebook dedicated solely to NMSC

Students receive a daily grade for employability skills demonstrated in the classroom. Hands-on Skills assessment performed in lab as Classwork performance and Participation. And knowledge portion of grading assesses the understanding of the academic and homework portion of class The grade for this class will be posted to your Skyward Account where class receives 3.0 elective credit

#### Grade Scale:

Percent Letter Grade Percent Letter Grade

100-94 A 79-77 C+

93-90 A- 76-73 C

89-87 B+ 72-70 C-

86-83 B 69-67 D+

82-80 B- 66-63 D

62-60 D-

59 and below = F

### Homework Policy:

Students that are excused from class will have 3 class days to make up the work missed. Students with unexcused absences will not be allowed to make up missed course work.

### Late Assignments:

If an assignment is turned in after the due date, 1 day late will subtract 10%, 2 days late 25%, 3 days late 50%, after 3 days there will be no opportunity to earn credit.

### Food & Drink:

No eating or drinking in the skills lab at all. Food and drink are allowed in the MA classroom. You are expected to clean up after yourself. All beverages need secured closed lids in the classroom. No food or drinks when students are using Chromebooks.

### NMSC Expectations & Policies – Refer Student Handbook

Students are expected to review and follow the school rules, procedures, and processes outlined in the NMSC Student Employability Handbook. New Market Skills Center follows Tumwater School District board policies.

### Cheating/Plagiarism:

Students are expected to do their own work. Cheating and Plagiarism (presenting another writer's work as one's own) will not be tolerated.

### Electronic Equipment:

Personal electronic devices, including but not limited to, cell phones, and school distribute chrome books.

Personal use of cell phone is not permitted during class time (Unless discussed first with instructor for use). Media policy agreement of electronic equipment must be signed. (Included in handbook)

Students violating the electronics policy can expect:

Disciplinary actions with ultimate removal from program with failing grade.

Safety Policy:

No student allowed to leave campus without the approval from New Market Administration or parent/guardian excusal from class: (360) 570-4501

Dress Code/ Uniform Requirement

1. Assigned class scrubs are recommended
2. Dress appearance must not present a health or safety hazard
3. Inappropriate dress may include hats/bandanas, promotion of tobacco or alcohol use
4. Clothing that expose undergarments or midriff, or chest is not appropriate.

Please sign and return this page to the instructor:

I have read, understand, and agree to the class rules, grading and expectations outlined in this syllabi.

Student Name (Printed) \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Communication between parents and staff is extremely important for student success. Please complete the information below and indicate which type of contact you prefer.

Parent Cell # \_\_\_\_\_ Student Cell# \_\_\_\_\_

Parent Email \_\_\_\_\_

Student Email \_\_\_\_\_