

MAS 130  
Medical Assisting Practicum  
6-2-10

**COURSE DESCRIPTION:**

This capstone course will serve as the culminating point in preparing for the transition from student to practicing Medical Assistant by providing the student with the opportunity to apply the skills learned in the classroom and laboratory to medical assisting practice in the medical office. This important part of the student's total education includes an opportunity to perform various clinical and administrative procedures at the practicum site. These experiences are then shared in the classroom seminar setting. Students must complete a capstone project and course-specific evaluations. This course is subject to a course fee. Refer to <http://mc3.edu/adm-fin-aid/paying/tuition/course-fees> for current rates.

**REQUISITE(S):**Previous Courses

MAS 123 Clinical Assisting Procedures II

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Perform medical assisting clinical, laboratory and administrative procedures.	Clinical and Administrative Skill Performance in Clinical Facilities Collaborative Seminar Activities Journaling	Practicum Evaluation
2. Manage the patient's electronic health record.	Clinical and Administrative Skill Performance in Clinical Facilities Collaborative Seminar Activities Journaling	Practicum Evaluation
3. Perform appropriate diagnostic and medical testing procedures.	Clinical and Administrative Skill Performance in Clinical Facilities Collaborative Seminar Activities Journaling	Practicum Evaluation

LEARNING OUTCOMES	LEARNING ACTIVITIES	EVALUATION METHODS
4. Communicate effectively with patients and all levels of health care personnel.	Clinical and Administrative Skill Performance in Clinical Facilities Lecture Collaborative Seminar Activities Journaling	Practicum Evaluation
5. Practice in an ethical and professional manner.	Clinical and Administrative Skill Performance in Clinical Facilities Lecture Collaborative Seminar Activities Capstone Project Journaling	Practicum Evaluation
6. Complete a national certification examination.	Lecture Collaborative Seminar Activities	Capstone Project Exams Assignments
7. Incorporate elements of a professional resume when interviewing for a Medical Assisting Career.	Lecture Resume Writing Group Activities Written Assignment Research Resources	Interview Skills Assignment Resume and Cover Letter Assignment
8. Articulate the benefits of professional organization membership and continuing education.	Lecture Group Activities Written Assignment Research Resources Journaling	Assignment

At the conclusion of each semester/session, assessment of the learning outcomes will be completed by course faculty using the listed evaluation method(s). Aggregated results will be submitted to the Associate Vice President of Academic Affairs. The benchmark for each learning outcome is that *70% of students will meet or exceed outcome criteria.*

#### SEQUENCE OF TOPICS:

1. Certification Process
2. Pretest and Analysis
3. Clinical Practices and Procedures
4. Anatomy and Physiology
5. Medical Terminology
6. Pharmacology and Medication Administration

7. Applied Mathematics
8. Nutrition
9. Infection Control Practice
10. Effective Communication
11. Patient Education
12. Administrative Functions
13. Practice Finances
14. Electronic Health Records
15. Managed Care and Insurance
16. Procedural and Diagnostic Coding
17. Medical Law and Ethics
18. Safety and Emergency Practices
19. Career Preparation
20. Professional Organizations, Membership and Continuing Education

#### LEARNING MATERIALS:

Houser, Helen and Sesser, Janet. (2016). *Medical Assisting Exam Review for CMA and RMA Certification* (4th ed.). Philadelphia, PA: Wolters Kluwer/Lippincott Williams and Wilkins.

Competency checklists

Clinical site policies and procedure manuals

Exam review materials

Performance evaluations

Other learning materials may be required and made available directly to the student and/or via the College's Libraries and/or course management system.

#### COURSE APPROVAL:

Prepared by: Kathleen Schreiner, RN, MSHA	Date: 3/2006
Board of Trustees Presentation	Date: 6/2006
Revised by: Kathleen Schreiner, RN, MSHA	Date: 2/2009
VPAA/Provost Compliance Verification: Dr. John C. Flynn, Jr.	Date: 5/11/2009
Revised by: Kathleen Schreiner, RN, MSHA	Date: 7/2012
VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 7/16/2012
Revised by: Kathleen Schreiner and Shauna LaMagna	Date: 10/2015
VPAA/Provost or designee Compliance Verification: Victoria L. Bastecki-Perez, Ed.D.	Date: 1/28/2016
Revised by: Kathleen Schreiner and Shauna LaMagna	Date: 3/01/2017
VPAA/Provost or designee Compliance Verification:	

Victoria L. Bastecki-Perez, Ed.D.

Date: 1/8/2018

Revised by: Kathleen Schreiner and Shauna LaMagna  
VPAA/Provost or designee Compliance Verification:

Date: 11/1/2018  
Date: 12/19/2018



*This course is consistent with Montgomery County Community College's mission. It was developed, approved and will be delivered in full compliance with the policies and procedures established by the College.*