

COURSE NAME: Medical Assisting Externship

COURSE NUMBER: MED* 281

CREDITS: 4 credits

CATALOG DESCRIPTION: Preparation and work experience in an ambulatory medical setting under the supervision of the facility staff and College instructor. Students complete 10 hours of simulated training on campus in preparation for a 160 hour experience at an assigned site. The 160 hours is divided equally between the administrative and clinical areas to permit the student to be involved in the total environment of the medical facility. The experience allows the student to apply knowledge from the classroom and college medical laboratory environment to the ambulatory healthcare environment. On campus student conferences allow sharing of externship experiences and preparation for the National Certification examination.

Pre-requisite/Co-requisite: Prerequisites: Approval by the medical assisting program coordinator, completion of all medical assisting – MED* designated courses. Students must have current CPR and first aid certification during the entire externship experience. Certifications may be obtained through RLS* 201.

All students must contact Program Coordinator, Jane O’Grady at 860-738-6393 or jogrady@nwcc.comnet.edu prior to registering for the externship. A mandatory information session will be held for all students planning to complete externship.

HCC General Education Requirement Designated Competency Attribute Code(s):

None

Additional CSCU General Education Requirements for CSCU Transfer Degree Programs:

None

Embedded Competency(ies):

None

Discipline-Specific Attribute Code(s):

SCI Science elective

Course objectives:

General Education Goals and Outcomes:

None

Course Specific Objectives:

Goals:

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- To provide the student the appropriate environments and opportunities that will encourage and assist the student in perfecting learned medical assisting competencies. The student will gain hands-on experience and be an active member of a health care team.

Outcomes: Upon completion of this course, the student will meet

ENTRY LEVEL COMPETENCIES FOR MEDICAL ASSISTANT

Taken from the 2008 *Standards and Guidelines for the Medical Assisting Educational Programs*

This course includes the following competencies:

- Demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession.
- Incorporate the cognitive knowledge in performance of the psychomotor and affective domains in their practice as medical assistants in providing patient care.
- Obtain entry-level competency to perform the following job skills (when applicable to the specific medical setting) within the rating range of average to outstanding. These ratings correspond to the letter grade of C or better.
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Administrative Procedures

1. Perform basic clerical functions
2. Schedule, coordinate and monitor appointments, inpatient and outpatient admissions and procedures
3. Maintain and establish medical records
4. Process and maintain insurance billing, collection procedures, payroll and banking records
5. Apply bookkeeping procedures
6. Understand and adhere to managed care policies and procedures
7. Initiate and respond to verbal, telephone, and non-verbal communication
8. Utilize computer programs in maintaining office systems

Clinical Procedures

1. Obtain and record routine patient histories
2. Perform sterile and clean procedures
3. Perform basic vision examinations
4. Obtain vital signs
5. Perform electrocardiography procedures
6. Sterilize and clean instruments
7. Maintain medication and immunization records
8. Provide patient education and instructions

9. Assist physicians with examinations and treatments

Transdisciplinary Procedures

1. Uphold all legal and ethical boundaries
2. Uphold confidentiality
3. Document accurately
4. Maintain professionalism in the work place
5. Monitor and maintain office environment and equipment in patient reception, clinical, laboratory, and administrative areas
6. Practice standard precautions

Laboratory Skills

1. Collect diagnostic samples
2. Perform blood diagnostic testing
3. Perform respiratory testing
4. Perform urine diagnostic testing
5. Perform microbiology testing
6. Screen and follow-up diagnostic test results
7. Perform methods of quality control

Students must pass ALL (100%) of the psychomotor and affective domain competencies taught in this course prior to the date of the final exam. These competencies must EACH INDIVIDUALLY be passed with a grade of 80% or better in order to pass the course, complete the program and graduate. If this standard is not met the student will not pass the course and will have to repeat the entire course to graduate.

COURSE OVERVIEW

Skills review prior to off-site placement (10 Hours Minimum)

Unit 1

Overview of assignments
Protocol, professionalism & HIPAA
Vital Signs
Documentation exercises
Telephone skills, triage, appointments, referrals and prior authorizations
Radiology/Laboratory forms

Assignments

Portfolio Pre-assessment
HIPAA Test
Health and Safety Test

Unit 2

ECG
Urinalysis
Specimen Collection

Sterile technique
Capillary puncture/Venipuncture

Off Campus Externship (160 Hours Minimum)

Placement
Daily Journal Entry
Discussion Board
Portfolio Concept Question
Mid-Term Evaluation
Final Evaluation

Seminars

Topic reviews for National Certification Exam
Preparing for employment
Evaluation of externship experience

Moini Chapter Quizzes

Portfolio Post-Assessment

Grading Policy:

The site supervisor will complete an interim and final evaluation of the student.
(See Externship Manual)

Journal/e-portfolio	10%
Interim evaluation	10%
Final Evaluation	30%
Seminars/Participation	10%
Discussion Board	10%
Skills Review	20%
Quizzes*	10%

Students must pass all psychomotor and affective domain competencies with a score of 85% or higher. Cognitive domain will be assessed by a variety of assignments, homework, projects, quizzes, and tests. Students must also complete all assessments in a satisfactory manner and achieve a final average grade of 74 or higher. A final grade of C or better is required for successful completion of the course, within the Medical Assisting Degree Program.

The grading scale is as follows:

Attendance and Requirements:

- The student is required to complete a minimum of 10 hours for skill review, performing all skills and receiving an 85% or better to be allowed to begin their externship. If skill level is not 85% or better student will be required to attend additional training sessions until the program coordinator is confident the student can perform skills safely at 85% or better level.
- Students will complete the Connecticut Hospital Association Student Orientation- Health and Safety Training Post-test and the HIPAA training and Test.

- Students will attend 3 seminars
- Students will complete 160 hours of field work, within the semester schedule.
- The student will go to the AAMA State Convention.
- The student will register for the AAMA Certification exam

If the student is to miss any scheduled hours of work he/she is to notify the site and the instructor immediately. (See Externship Manual)

**The student is expected to join the AAMA at this time.
The link below will provide you with the necessary information.**

Date Course Created: 4/2014

Date of Last Revision: 03/31/2017

EXTERNSHIP EVALUATION POINT SHEET

Student Name : _____

TOPIC	POINTS	SCORE
JOURNAL/ E-PORTFOLIO Student externship report Comments _____	10 Points	_____

INTERIM EVALUATION by site supervisor 10 Points Combination of supervisor evaluation and on-site instructor evaluation Comments _____	10 Points	_____
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FINAL SITE EVALUATION by site supervisor and program coordinator 30 Points Combination of supervisor evaluation and on-site instructor evaluation Comments _____	30 Points	_____
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SEMINAR/PARTICIPATION AAMA student membership Certification Exam Application sent in Comments _____	10 Points Attendance at State Convention	_____
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DISCUSSION BOARD POSTING Student externship report Comments _____	10 points	_____
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SKILL VALLIDATION Comments _____	20 Points	_____
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QUIZZES	10 Points	_____
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Paperwork handed in: Resource Practicum Externship Graduation

TOTAL COURSE POINTS: _____

LETTER GRADE: _____