



**Medical Assistant Program  
Coleman College for Health Sciences**

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**MDCA 1254 – Medical Assisting Credentialing Exam Review  
CRN: 56155 – Summer 2015**

Coleman College – CHSC Room 467 | 3:30p.m. – 6:30 p.m. lecture| Monday  
CHSC Room computer lab| 4:30 a.m. – 6:30 p.m. lab |Monday ( 8 Weeks  
Fall) hybrid 1 hour lecture course / 2 hours lab /48 contact hours per  
semester/ 16 weeks

**Instructor Information:**

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**Office location and hours:** The Medical Assistant Program is located on the fourth floor in Suite 434. My office is room 431. The main number for the program is 713-718-7365. Our office hours are from 2:00-4:00 p.m. Your progress is important to us. Please feel free to come by the office to discuss your concerns or related problems. Individual/group tutoring is available by appointment. If you are not free during these hours, you may arrange an alternate meeting with by contacting us. You may schedule the time with the administrative assistant.

**Course Description:**

A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.

**Prerequisites:**

**Requisite MDCA 1264 or Departmental Approval:**

Completion of Medical Assisting core courses, or be a graduate of a CAAHEP/AAMA accredited Medical Assistant program or be currently certified as a CMA desirous of taking the course for recertification/refresher status. The student must be enrolled in the clinical/practicum as a corequisite unless approved by the department chair

**Course Goals:**

This course is designed to develop test-taking strategies in Medical Assisting general, administrative and clinical knowledge in preparation for the credentialing exam.

**Course Student Learning Outcomes:**

The student will be able to:

1. Review content of previous medical assisting courses.
2. Practice test taking strategies and study techniques.
3. Develop a time management routine for the exam.
4. Identify material in content and competencies in the medical assistant program.
5. Demonstrate general medical assisting knowledge.
6. Demonstrate administrative medical assisting knowledge.
7. Demonstrate clinical medical assisting knowledge.

### Learning Objectives:

Students will:

1. 1. Discuss knowledge of general, administrative and clinical medical assisting.
2. 1. Develop test taking strategies and study techniques for the CMA exam.
3. 1. Employ a time management schedule for the credentialing exam
4. 1. Recognize and discuss content and competencies of medical assistant program
5. 1. Describe anatomy and physiology; pathophysiology; medical terminology, professionalism, Communication, medico legal guidelines and requirements.
- 6.1. Describe data entry, equipment, computer concepts, record management, screening and processing mail, scheduling and monitoring appointments, resource information and community services.
- 7.1. Describe principles of infection control, treatment area, patient preparation and assisting the physician, patient history interview, collecting and processing specimens, diagnostic testing, preparing and administering medications, emergencies, first aid and nutrition.

The method of measurement for the objectives/outcomes will be through class participation, online testing, written tests and quizzes.

### SCANS or Core Curriculum Statement:

*Credit: 2 (1 lecture, 2 lab)*

This course is an overview of coursework taught in the medical assistant program and provides the opportunity to develop test-taking strategies to successfully pass the CMA exam.

### SCANS Competencies:

**Workplace Competencies:** Resources Allocates time:

The student is expected to be able to complete a simulated CMA examination of 200 items in 3 hours. The expected minimum passing score is 75%. The student is expected to participate in preparing for the 200 item simulated CMA examinations by completing all assignments in the required textbook and by completing successfully the examination in the required textbook for administrative, clinical and general areas of medical assistant education and training.

**Foundation Skills:** Thinking Knowing How to Learn: Use appropriate learning techniques

The student is expected to utilize their learning styles (s) and varied learning techniques to successfully master test taking skills. Group discussion, self-appraisal and group critique are expected to provide opportunities to think and explore solutions with their peer. The minimum passing score is 75%.

### Foundation Skills Demonstrates Reading:

The student is expected to locate, understand and interpret the content of the required CMA Review textbook by explaining the exam-style questions and correct answer rationales. The minimum passing score for each end of the chapter review questions is 75%. Group discussions and collaborative testing with writing plus verbal responses will validate the learning outcomes.

**Display Appropriate Personal Qualities:** Exhibit responsibility

The student is expected to demonstrate high level of attendance, punctuality, and optimism in perseverance toward the goal of successful completing the CMA Exam Review Course, leading successfully passing the National CMA Exam and receiving CMA credential. The minimum passing grade for MDCA 1254 is 75%.

Course testing is collaborative and individualized. Each CMA exam review textbook chapter has a chapter review test styled in accord with the actual CMA exam format. There are section summary covering General, Administrative and Clinical content areas. There are self-evaluations with answers and rationales. Learn Smart is also utilized for student learning and self-testing as well as online learning component. Formal course testing is done for each content section as well as the summative simulated mock CMA Exam.

**CAAHEP2008 Standards:**

**Foundations for Clinical Practice**

IC Cognitive (Knowledge Base)

I Anatomy & Physiology

II Applied Mathematics

III Applied Microbiology/Infection Control

IV Concepts of Effective Communication

**Medical Business Practices**

VC Cognitive (Knowledge base)

V Administrative Functions

VIC Cognitive (Knowledge base)

VI Basic Practice Finances

VIIC Cognitive (Knowledge base)

VII Managed Care/Insurance

VIIIC cognitive (Knowledge base)

VIII Procedural and Diagnostic Coding

IXC Cognitive (Knowledge Base)

IX Legal Implications

X C Cognitive (Knowledge Base)

X Ethical Considerations

**Safety and Emergency Practices**

XC Cognitive (Knowledge Base)

XI Protective Practices

**Course Calendar:**

**8 WEEK COURSE CALENDAR**

**Your learning is 100% of your responsibility. All text reading and chapter activities are to be completed prior to class meeting. You are to come prepared to discuss each chapter and exercises. You are responsible for the content.**

CLASSES	TOPICS	ASSIGNMENTS
Week 1 Course Review	Course Overview (General, Administrative, & Clinical) The Examination, Study Techniques Test-Taking Strategies 1. The Profession of Medical Assisting 2. Medical Terminology 3. Anatomy & Physiology 4. Pathophysiology	Orientation to Eagle Online and Learn Smart Online Quizzes: Pretest Quizzes Chapters 1-4, AP, Professionalism, Post General Knowledge
Week 2 EXAM 1	5. Microbiology 6. General Psychology 7. Nutrition	Online Quizzes Chapters 5-7 Learn Smart Module General Medical Self-Test General Medical Post-Test
Week 3 EXAM 2	8. Medical Law and Ethics 9. Reception, Correspondence 10. Appointments, Scheduling 11. Communication in the Medical Office	Online Quizzes Chapters 8-11 Learn Smart Module
Week 4 EXAM 3	12. Keyboarding and Computer Application 13. Financial Management 14. Medical Insurance 15. Basic Coding	Online Quizzes Chapters 12-15 Learn Smart Module Eagle Online: Administrative, Financial & Insurance
Week 5 EXAM 4	16. Blood-Borne Pathogens 17. Preparing the Patient 18. Vital Signs and Measurement	Online Quizzes: Chapters 16-18 Learn Smart Module
Week 6 EXAM 5	19. Pharmacology 20. Administration of Medication 21. Electrocardiography	Online Quizzes: Chapters 19-20 Learn Smart Module
Week 7 EXAM 6	22. Radiology 23. Physical Therapy 24. Medical Emergencies and First Aid 25. Laboratory Procedures	Online Quizzes: Chapters 21-25 Learn Smart Module Practice Self -Test 1 & 2 FINAL REVIEW
Week 8 Final Exam	FINAL COMPREHENSIVE EXAM	Chapters 1-25

#### Instructional Methods:

MDCA 1254 course involves the use of lectures, PowerPoint presentation, videos, virtual simulation, visual aids, and medical computer software.

#### Student Assignments:

See course calendar

#### Student Assessment(s):

##### Six Exams

Multiple choice questions covering each chapter in the textbook. Questions will include general, administrative and clinical medical assisting.

##### Final Exam

Two hundred (200) multiple choice questions including all chapters 1-24 of the textbooks. Questions will include general, administrative and clinical knowledge.

##### Learn Smart

To further prepare for the Medical Assistant Credentialing exam, students are required to

complete the online assessment Learn Smart. This is a learning tool that diagnoses your knowledge of course content through a series of adaptive questions. It pinpoints critical concepts you need to learn and maps out a personalized study plan to ensure success. The student is responsible for assessment assigned by the instructor. Each week the student will complete a module for a grade.

Learn Smart Completion	10% of your final grade
Transdisciplinary tests/quizzes	15% of your final grade
Administrative tests/quizzes	15% of your final grade
Clinical tests/quizzes	15% of your final grade
Major exams	15% of your final grade
Comprehensive Final Exam	30% of your final grade

### Instructional Materials:

MDCA 1254 – A preparation for the Medical Assisting credentialing exam.

#### REQUIRED TEXTBOOKS:

- 1) Medical Assisting Review, Passing the CMA, RMA, and CCMA Exams with Connect+ Learn Smart access card, by Moini 5rd Edition, 2015, McGraw-Hill, publisher, ISBN: 9781259114236

BOOKSTORE: West Loop Campus, 5601 West Loop South, Houston, 77081  
713-218-0391

### HCC Policy Statement: ADA

#### Services to Students with Disabilities:

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disabilities Services Office at the respective college at the beginning of each semester. (At any HCC campus) Faculty is authorized to provide only the accommodations requested by the Disability Support Service Office.

To visit the ADA Web site, log on to [www.hccs.edu](http://www.hccs.edu). Click Future students, scroll down the page and click on the words Disability information.

For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college. Coleman ADA Counselor-Micah Bell, [micah.bell@hccs.edu](mailto:micah.bell@hccs.edu) – 713.718.7631.

### HCC Policy Statement: Academic Honesty

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and or/ disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. *The following statement is an excerpt from the Student Conduct section of the College System catalog:* “Scholastic dishonesty includes, but is not limited to, cheating on test, plagiarism, and collusion.”

“Cheating on a test includes:

- Copying from another student’s test paper;
- Using, during a test, materials not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test;
- Bribing another person to obtain a test that is to be administered.

“Plagiarism means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work for credit. Collusion means the unauthorized collaboration with another person in preparing written work offered for credit.”

### HCC Policy Statement: Student Attendance, 3-Peaters, Withdrawal deadline

#### **Student Attendance:**

Research has shown that the *single most important factor* in student success is ATTENDANCE. Attendance and punctuality is mandatory. Please arrive on time to lecture and/or lab. If you are late, wait outside until there is a break. HCC Policy states that you may be withdrawn by your instructor after missing 12.5% of the course that is equal to 6 total hours of instruction (lecture/lab). Class attendance is checked daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. If you decide NOT to come to class for whatever reason, be courteous and notify your instructor. It is a good idea to connect with someone in class and exchange information (e-mail or phone numbers) in the event you are absent to share notes or discussion or for a study group. When absent you are responsible for all material missed. Remember the class attendance equals class success!

#### **HCC Course Withdrawal Policy:**

The last date for withdrawal from any class is **July 2, 2015**. It is the responsibility of the student to officially drop or withdraw from a course. Failure to officially withdraw may result in the student receiving a grade of “F” in the course. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Before, you withdraw from your course; please take the time to meet with department chair and instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. Do not take withdrawals lightly. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor *may* “alert” you and HCC counselors that you might fail a class because of excessive absences and/or poor academic performance. It is your responsibility to visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

If you plan on withdrawing from your class, you **MUST** contact a the Department Chair, HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **PRIOR** to the withdrawal deadline to receive a “W” on your transcript. \*\*Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC counselor to determine class withdrawal deadlines.

***Remember to allow a 24-hour response time when communicating via email and/or telephone with a professor and/or counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the grade that you are making in the class as your final grade.

If for any reason you register for a class, show up once or twice and then decide not to attend, **DROP THE CLASS!** The last date for withdrawal from any class is **July 2, 2015 at 4:30 p.m.**

### **Repeat Course Fee:**

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

### **HCC Student Services Information:**

**Early Alert:** HCC has instituted an Early Alert process by which your professor will “alert” you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

**For DE Students:** Much information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request from Ask DE Counseling. Counselors and Students Services Associates (SSA) can assist students with admission, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

**Virtual Classroom Conduct:** As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting with communication in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

### **Classroom Behavior:**

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone.

Your instructor takes this responsibility very seriously and will inform members of the class if their behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and assist your instructor achieve this critical goal.

### **Use of Camera and/or Recording Devices:**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. **To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.**

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

### **Instructor requirements:**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend class and participate in class discussions and activities
- Read and comprehend the textbook
- Complete the required assignments and exams:
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments
- Passing all written examinations, quizzes and assignments with a minimum grade average of 75%
- Pass all skill competencies with 100% proficiency
- Be in class attendance 90% of the time

**Program/Discipline Requirements:**

In order to successfully complete MDCA 1254, the student is responsible for adherence to the attendance policy, completion of all assignments as designated in this syllabus; passing all written examinations, quizzes and assignments with a minimum grade average of 75% and achieve a final course average of 75% or higher.

**HCC Grading Scale:**

HCC MDCA Program uses the following grading system

90 - 100 = A  
80 - 89 = B  
75 - 79 = C  
70 - 74 = D  
Below 69 = F

Grading Percentages

Learn Smart Completion	10% of your final grade
Transdisciplinary tests	15% of your final grade
Administrative tests	15% of your final grade
Clinical tests	15% of your final grade
Major exams	15% of your final grade
Comprehensive Final Exam	30% of your final grade

**Instructor Grading Criteria:**

Your instructor will conduct quizzes, exams, and assessments that you can use to determine how



successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

**Make-up policy:** It is the student's responsibility to consult with the instructor for any make-up assignments. The instructor is not required to provide any make-up assignments. All or any make-up work is at the discretion of the individual instructor. There will be only one make-up test allowed. **Any student absent from a major exam, test or quiz must contact the instructor and schedule a make-up exam to be taken before the next class meeting.** No contact from the student will result in **grade of zero** for the exam. Midterm and final exams must be taken at the designated time scheduled.

### **EGLS<sub>3</sub>-- Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.