MDCA 1254 – Medical Assisting Credentialing Exam Review
CRN: 16842  SPRING 2017
Coleman College – CHSC 437 & Computer Lab A  |  9a.m. – 12 p.m. lecture| Friday
(8 Weeks)
1 hour lecture course / 2 hours lab /48 contact hours per semester/ 8 weeks

Instructor Information:
Diana Robertson-Shirdon, AAS, RN, CMA (AAMA)  Office phone 713-718-5489
E-mail: d.robertsonshirdon@hccs.edu

Office location and hours: The Medical Assistant Program is located on the fourth floor in Suite 434. The main number for the program is 713-718-7365. Our office hours are Mondays from 8:00-10:00 a.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 us. You may schedule the time with the administrative assistant.

Course Description:
Preparation for one of the National Commission for certifying agencies (NCCA) recognized exams.

Prerequisites:

Corequisite 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, medicolegal 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 examination 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 be 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. A tutorial CD-ROM 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.

MAERB CORE CURRICULAM

CAAHEP2015 Standards:
FOUNDATIONS FOR CLINICAL PRACTICE
Content area I: Anatomy & Physiology
IC Cognitive (Knowledge Base)
IP Psychomotor (Skills)
IA Affective (Behavior)
Content area II: Applied Mathematics
IIC Cognitive (Knowledge)
IIP Psychomotor (Skills)
IIA Applied (Behavior)
Content area III: Infection Control
IIIC Cognitive (Knowledge)
IIIP Psychomotor (Skills)
IIIA Affective (Behavior)
Content area IV: Nutrition
IVC Cognitive (Knowledge)
IVP Psychomotor (Skills)
IVA Affective (Behavior)
APPLIED COMMUNICATONS
Content area V: Concepts of Effective Communication
VC Cognitive (Knowledge)
VP Psychomotor (Skills)
VA Affective (Behavior)
MEDICAL BUSINESS PRACTICES
Content area VI: Administrative Functions
VIC Cognitive (Knowledge)
VIP Psychomotor (Skills)
VIA Affective (Behavior)
Content area VII: Basic Practice Finances
VIIC cognitive (Knowledge)
VIIP Psychomotor (Skills)
VIIA (Affective (Behavior)
Content area VIII: Third Party Reimbursement
VIIIC Cognitive (Knowledge)
VIIIP Psychomotor (Skills)
VIIIA Affective (Behavior)

Content area IX: Procedural and Diagnostic Coding
IXC Cognitive (Knowledge)
IXP Psychomotor (Skills)
IXA Affective (Behavior)

MEDICAL LAW AND ETHICS
Content area X: Legal Implications
XC Cognitive (Knowledge)
XP Psychomotor (Skills)
XA Affective (Behavior)

SAFETY AND EMERGENCY PRACTICES
Content area XII: Protective Practices
XIC Cognitive (Knowledge)
XIP Psychomotor (Skills)
XIA Affective (Behavior)

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. Please see the Course Calendar located on the home page of CANVAS. It will be available on the first day of class.

Instructional Methods:
MDCA 1254 course involves the use of lectures, PowerPoint presentation, videos, visual aids, and medical computer software.

Student Assignments:
See course calendar

Student Assessment(s):
Midterm Exam
Two hundred (200) multiple choice questions covering Chapters 1-14. Questions will include general and administrative medical assisting.

Final Exam
Approximately Two hundred (200) multiple choice questions from the RMA Practice Exam. Questions will include general, administrative and clinical knowledge

The Point Student Resource quizzes
To further prepare for the Medical Assistant Credentialing exam, students are required to complete “The Point Student Resources” quizzes as outlined by the instructor. 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. The student is responsible for the chapter content
(chapter reading as well as the power points) and quizzes assigned by the instructor. Each week the student will complete assigned modules for a grade. If late to class and an assignment is handed in from their late arrival time and up to 24 hours late, students will receive a 25 point deduction on their total score for that days assignments. 2 days late will receive a 50% deduction. Three days late will receive a 75 point deduction. No late work will be accepted after 3 days. If a student comes to class without having course work for the day completed, they will be required to complete the assignment during class and will not be able to participate in the class activities during this time. This will result in a zero for class participation for the day.

In Class Activities 25% of your final grade
The Point Student Resources quizzes 25% of your final grade
Mid-term Exam 20% of your final grade
Final exam (practice RMA Exam) 30% of your final grade

Instructional Materials:
MDCA 1254 – A preparation for the Medical Assisting credentialing exam.
REQUIRED TEXTBOOKS:

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 Disability 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 Services Office. You are to contact the ability services counselor prior to the beginning of each course in the program and notify each instructor in each course that you take in the MDCA program.

To visit the ADA Web site, log on to www.hccs.edu, click Future students, scroll down the page and click on the words Disability Information.

For more information: http://www.hccs.edu/district/students/disability-services/

For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college. For Ability Services at Coleman College for Health Sciences, please contact Brandy Lerman, MEd, LPC, Ability Services Counselor – 713.718.7376 brandwyn.lerman@hccs.edu


Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.
It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: www.edurisksolutions.org. Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.

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 March 24, 2017. 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 March 24, 2017 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.

**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
In Class Activities  25% of your final grade
The Point Student Resources quizzes  25% of your final grade
Mid-term Exam  20% 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.