



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

MDCA 1254 – Medical Assisting Credentialing Exam Review

CRN: 75513 – Spring 2014

Coleman College – CHSC Room 466

| 6:00 p.m. – 7:00 p.m. lecture| Tuesday

CHSC Room 271| 7:00 p.m. –9:00 p.m. lab | Tuesday (8 Weeks fall)

1 hour lecture course / 2 hours lab /48 contact hours per semester/ 8 weeks

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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 432. The main number for the program is 713-718-7365. My office hours are from 2:00-4:00 p.m. Your progress is important to me. Please feel free to come by my 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 me. You may schedule the time with the administrative assistant.

A preparation for the Medical Assisting credentialing exam.

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

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

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.

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.

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 summaries 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 an 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

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 01/07/2014	Overview w- Skills Review (General, Administrative, & Clinical) Professionalism 1. The Profession of Medical Assisting 2. Medical Terminology 3. Anatomy and Physiology 4. Pathophysiology	Orientation to Blackboard Introduction to Learnsmart Skills Lab: Learn smart Lecture: chapters 1-4 BB exams: Pretest, AP test, Profession, Post General Knowledge
Week 2 EXAM 1 01/14/2014	5. Microbiology 6. General Psychology 7. Nutrition	Comprehensive Pretest Skills Lab: Learn Smart Module Lecture: Chapters 5-7

		BB Exams: Psychology (1&2) General Knowledge, nutrition
Week 3 EXAM 2 01/21/2014	8. Medical Law and Ethics 9. General Office Duties 10. Communication in the Medical Office	Lecture : Chapters 8-10 Skill Lab: Learn Smart Module BB Exams: Law, Ethics, Post General Knowledge. And communication
Week 4 EXAM 3 01/28/2014	11. Keyboarding and Computer Application 12. Financial Management 13. Medical Insurance	Lecture: Chapters 1-11 Learn Smart Module
Week 5 EXAM 4 02/04/2014	14. Basic Coding 15. Blood Borne Pathogens and Principles of Asepsis 16. Preparing the Patient	Lecture : Chapters 14-16 Skill Lab: Learn Smart Module BB Exams: Administrative and Financial, Insurance
Week 6 EXAM 5 02/11/2014	17. Vital Signs and Measurement 18. Pharmacology 19. Administration of Medication	Lecture : Chapters 17-19 Skill Lab: Learn Smart Module BB Exams: Examination preparation, Post clinical test, Clinical self-test.
Week 7 EXAM 6 02/18/2014	20. Electrocardiography 21. Radiology 22. Physical Therapy 23. Medical Emergencies and First Aid 24. Laboratory Procedures. FINAL REVIEW	Lecture : Chapters 20-24 Skill Lab: Learn Smart Module BB Exams: Clinical self-test part 1, exam 11 and 12
Week 8 FINAL 02/25/2014	FINAL COMPREHENSIVE EXAM	CHAPTERS 1-24

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

See course calendar

Midterm Exam

Two hundred (200) multiple choice questions covering Chapters 1-14. Questions will include general and administrative medical assisting.

Final Exam

Two hundred (200) multiple choice questions including all chapters 1-24 of the textbooks and CD-ROM. 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	15% of your final grade
Transdisciplinary exams	15% of your final grade
Administrative exams	15% of your final grade
Clinical exams	15% of your final grade
Midterm Exam	20% of your final grade
Comprehensive Final Exam	20% of your final grade

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

REQUIRED TEXTBOOKS:

- 1) Medical Assisting Review, with Learn Smart access card, by Moini 4th Edition, 2010, McGraw-Hill, publisher, ISBN: 978-0-07-337458-1

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

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.

To visit the ADAWeb site, log on to 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 – 713.718.7631

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.”

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 **February 18, 2014**. 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 February 18, 2014 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.

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.

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

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 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	15%	of your final grade
Transdisciplinary exams	15%	of your final grade
Administrative exams	15%	of your final grade
Clinical exams	15%	of your final grade
Midterm Exam	20%	of your final grade
Comprehensive Final Exam	20%	of your final grade

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