

SLO Presentation

MA

Date: 09/11/2019

HEALTH OCCUPATIONS
MA
Medical Assisting--AA <ul style="list-style-type: none">• Student employ proper procedures for handling blood and urine specimens.• Students comprehend medical terminology used in reports and documentation.• Students demonstrate basic calculations for drug dosages.• Students employ proper office protocol and etiquette.• Students perform correct capillary puncture.• Students produce a legible 12-lead ECG.• Students recognize insurance coding and billing procedures.
Medical Assisting--Cert <ul style="list-style-type: none">• Student comprehend medical terminology used in reports and documentation.• Student employ proper procedures for handling blood and urine specimens.• Students demonstrate basic calculations for drug dosages.• Students employ proper office protocol and etiquette.• Students perform correct capillary puncture.• Students produce a legible 12-lead ECG.• Students recognize insurance coding and billing procedures.
CSLO
MA60 - Introduction to Medical Assisting <ul style="list-style-type: none">• Students differentiate characteristics of good personal and professional responsibilities used in a medical office setting.• Students identify characteristics of customer service philosophy used in a medical office setting.• Students understand basic communication skills used in a medical office setting.• Students identify medical and legal issues in a medical office setting.• Students comprehend the basics of medical records implementation, organization, and storage.• Students prepare a medical office schedule of appointments from provided information.
MA62A - Health Insurance and Billing <ul style="list-style-type: none">• At least seventy-five (75%) of students who complete this class will correctly complete governmental and private health insurance forms so that the forms will pass audits.
MA62B - ICD-9 and CPT Coding <ul style="list-style-type: none">• Student will understand the concept of selection of patient office visit/procedure CPT codes.• Student will understand the concept of selection of patient diagnosis ICD-9-CM codes.• Student will successfully select the appropriate CPT code from clinical office notes.• Student will successfully select the appropriate ICD-9-CM code from clinical office notes.
MA63 - Health Insurance Coding and Billing <ul style="list-style-type: none">• Student will understand the concept of CPT code selection of patient office visit or procedure• Student will understand and successfully select the appropriate ICD-9-CM and ICD-10-CM codes.• Student will be able to recognize and complete a Centers for Medicaid and Medicare (CMS) 1500 form utilized for billing a medial encounter
MA64 - Medical Office Assisting

- Students learn to obtain temperature and accurately documents reading by either the disposable, tympanic, or temporal method.
- Students learn to obtain a radial and apical pulse and accurately documents readings.
- Students learn to obtain respiration rate and accurately documents the rate.
- Student learners will operate an aneroid blood pressure cuff within approved guidelines and accurately document reading.
- Student will understand and correctly position patients for special examinations.
- Student will understand and the process of sterilization and correctly produce packs for sterilization.
- Student will correctly identify instruments utilized in minor surgical procedures.

MA66 - Medications and Specialties

- Students demonstrate techniques of preparation and administration for an intramuscular(IM) injections.
- Students demonstrate techniques of preparation and administration for an intradermal(ID) injection.
- Students demonstrate techniques of preparation and administration for a subcutaneous(SC) injection.
- Students demonstrate techniques of preparation and administration for a Z-track intramuscular injection.
- Students comprehend proper storage, safety, inventory, and legal aspects of narcotic medications.
- Students demonstrate and complete medication calculation procedures.
- Students comprehend the fundamentals of vision examinations.

MA67 - Medical Office Administration

- Demonstrate critical thinking, performance, and proficiency in language skills (oral and written),listening skills, writing and management skills to be utilized in a medical administrative environment
- Prepare a resumé and cover sheet
- Students to demonstrate critical thinking, performance, and proficiency in language skills(oral and written), listening skills, writing skills, and management skills to be utilized in a medical administrative environment.
- Demonstrate proper techniques for writing job descriptions
- Students to prepare a resume and cover sheet.
- Demonstrate proper techniques for writing policies and procedures
- Students demonstrate proper techniques for writing job descriptions.
- Students demonstrate proper techniques for writing policies and procedures.
- Understand effective communication skills for counseling and conflict resolution
- Comprehend different functions of the Electronic Health Record (EHR)
- Students understand effective communication skills for counseling and conflict resolution.
- Complete a career planning assessment
- Students comprehend different functions of the Electronic Health Record(EHR).
- Students complete a career planning assessment.

MA68 - Medical Assisting Internship Experience

- Obtain experience in clinical and/or administrative duties at an externship site
- Identify and utilize clinical skills in the management of patients at an externship site
- Demonstrate ability to transition from student role to effective member of the healthcare team
- Identify and utilize administrative skills in the management of patients and medical office administrative duties in an externship site
- Employ clinical communication skills in the performance of their externship as evaluated by site preceptor
- Follow and comply with appropriate Health Insurance Portability and Accountability Act (HIPAA) privacy and security regulations in the use and maintenance of patient medical records in the performance of their externship as evaluated by site preceptor
- Prepare patients for examination, procedures, and treatments within the Medical Assistant Scope of Practice as evaluated by site preceptor

MA73 - MA OCCUPATIONAL WORK EXP

- Obtain experience in clinical and/or administrative duties not in current job description
- Utilize clinical skills and/or administrative skills in the management of patients not in current job description

- Demonstrates ability to transition from student role to effective member of the healthcare team
- Identify and utilize administrative skills in the management of patients and medical office administrative duties in an externship site
- Employ clinical communication skills in the performance of their externship as evaluated by site preceptor
- Follow and comply with appropriate Health Insurance Portability and Accountability Act (HIPAA) privacy and security regulations in the use and maintenance of patient medical records in the performance of their externship as evaluated by site preceptor
- Prepare patients for examination, procedures, and treatments within the Medical Assistant Scope of Practice as evaluated by site preceptor

MA74 - MA Occupational Work Exp

- Obtain experience in clinical and/or administrative duties not in current job description
- Utilize clinical skills and/or administrative skills in the management of patients not in current job description
- Demonstrates ability to transition from student role to effective member of the healthcare team
- Identify and utilize administrative skills in the management of patients and medical office administrative duties in an externship site
- Employ clinical communication skills in the performance of their externship as evaluated by site preceptor
- Follow and comply with appropriate Health Insurance Portability and Accountability Act (HIPAA) privacy and security regulations in the use and maintenance of patient medical records in the performance of their externship as evaluated by site preceptor
- Prepare patients for examination, procedures, and treatments within the Medical Assistant Scope of Practice as evaluated by site preceptor

MA161 - Medical Terminology (Distance Education)

- Students correctly write the definition of a medical term.
- Students correctly write the medical term as spoken from a provider or staff member.