

Syracuse City School District
Career and Technical Education Program
Course Syllabus
MAS 100: Medical Assisting 100



Program Overview

The Medical Assisting Pathway program will provide students with the knowledge, attitudes, discipline and skills needed for employment in medical offices. Integrated throughout the program are career ready practices which include appropriate written and verbal communication skills, interpersonal skills, problem solving, safety, technology and other vital employability skills. This program provides an opportunity for the student to obtain knowledge and skills in the classroom setting and then apply them in real life situations at local medical facilities, including job shadowing and internships. Instruction includes preparing patients for examination and treatment, routine laboratory procedures and diagnostic testing. Upon successful completion of the four years of coursework, student will be eligible to take the National Healthcareer Association certification exams for Clinical Medical Assistant Certification (CCMA) and/or Medical Administrative Assistant Certification (CMAA) and will be able to carry out all duties required for entry-level positions in medical assisting specializing in administrative and/or clinical competencies.

Course Description

This course is designed to help students identify the interests, traits, and skills necessary for a healthcare career and then help them develop an effective college and career plan. This course gives the student an introduction to the profession of medical assisting, its scope of practice, and the career opportunities available. In addition, students will develop an orientation to the healthcare environment, effective communication skills, and a foundation in medical ethics, biomedical and legal issues, HIPAA, OSHA and CDC regulations, and patient education techniques. Employability, professionalism, and career readiness skills are emphasized. The class will primarily be taught through lecture and demonstration and supported by online media materials to address various learning styles. Supervised lab time is provided for students to complete required projects.

Pre-Requisites

N/A

Course Objectives

By the end of the Medical Assisting 100 course, students will:

1. Understand the foundations of medical assisting and the occupational and educational opportunities available.
2. Participate in hands-on activities and create products to demonstrate the knowledge and skills of a Medical Assistant.
3. Understand and apply the foundational terminology of medical assisting through participation in field experiences to medical facilities.
4. Demonstrate skills in processing self-knowledge in relation to the medical assistant course and program, the world of work, and future planning.

Integrated Academics

N/A

Equipment and Supplies

- **School will provide:** All textbooks and lab supplies.
- **Student will provide:** Computer and internet access outside of school.

Textbook

Blesi, Michelle and Virginia Busey Ferrari. *Medical Assisting: Administrative and Clinical Competencies*. Boston: Cengage Learning, 2017.

Venes, Donald, ed. *Taber's Cyclopedic Medical Dictionary, Edition 22*. Philadelphia: F. A. Davis, 2013.

Grading

Students are graded on theory and lab practice and performance.

The course must be passed with 70% or better.

Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Additional Course Policies

Attendance is an important asset in any program. Students who attend all class meetings are more likely to accomplish the course successfully.

There will be no cell phones permitted during lectures. Calls and texts can be made before or after class, or during break. All students are expected to follow all posted clinic rules. The first offense will result in a verbal warning. The second will be a written warning and possible class suspension. The third offense will result in immediate dismissal from the externship. Professional behavior at all times is expected.

Course Calendar

Quarter	Units of Study
1	<ul style="list-style-type: none">• Classroom Practices: Being Successful in MAS 100• Introduction to Medical Assisting:<ul style="list-style-type: none">○ History of Medical Assisting○ Health Care Careers
2	<ul style="list-style-type: none">• Introduction to Medical Assisting:<ul style="list-style-type: none">○ Medical Ethics and Medical Law○ Emergencies○ Interpersonal Communications
3	<ul style="list-style-type: none">• Introduction to Medical Assisting:<ul style="list-style-type: none">○ Health and Wellness○ Infection Control and Medical Asepsis
4	<ul style="list-style-type: none">• Introduction to Medical Assisting:<ul style="list-style-type: none">○ Medical History and Patient Screening○ Body Measurements and Vital Signs• Review and Final Examination

**Syracuse City School District
Career and Technical Education Program
Scope and Sequence
MAS 100: Medical Assisting 100**



Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
Weeks 1-4 Classroom Practices: Being Successful in MAS 100 Introduction to Medical Assisting: History of Medical Assisting	<ul style="list-style-type: none"> What are the expectations for the medical assisting classroom? How can I develop study skills in order to be successful in Medical Assisting? How can I manage my time this year? How can I study effectively to prepare for a test? What is the history of medical assisting? What is AAMA? What has been the evolution of health care and medicine? 	<ul style="list-style-type: none"> Explain and follow classroom procedures. List rules for general classroom safety. Evaluate ways to manage time. Investigate various study skills for test taking and identify two effective skills. Describe the contributions of early health care practitioners. List three technological advancements in health care. Define AAMA (American Association of Medical Assistants). Research an aspect of health care and set up a written report in outline form with main idea and subtopics. 	<ul style="list-style-type: none"> Objective Written Quiz Rubrics for Research Report and Outline 	Career Ready Practices CRP 1,2,4,7,8,10,11 Cluster Standards HL 1,2,4 Pathway Standards HL-THR 1,2	ELA 9-10R 3 9-10W 2,3,6,7 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,9 9-10WHST 2,4,5,6,7 Science HS-ETS1.C
Weeks 5-9 Introduction to Medical Assisting: Health Care Careers	<ul style="list-style-type: none"> What are the personal characteristics of the Medical Assistant? How does a Medical Assistant exhibit professionalism? What careers opportunities are available in the healthcare field? 	<ul style="list-style-type: none"> Describe the role of the medical assistant. List the general responsibilities and skills of the medical assistant. Identify the types of facilities in which medical assistants work. Describe attitudes and behaviors that are necessary when working in a professional capacity. Describe the current employment outlook for medical assistants. Describe the medical assisting credentialing requirements and the process needed to obtain the credential. Present research of a specialty within the health care field with information on the years of education required, salary, and a job description. 	<ul style="list-style-type: none"> Objective Written Test Career Worksheet with Rubric Research Presentation 	Career Ready Practices CRP 2,4,7,8,10,11 Cluster Standards HL 1,2,4 Pathway Standards HL-THR 1,2	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,9 9-10WHST 2,4,5,6,7 Science
Weeks 10-13 Introduction to Medical Assisting: Medical Ethics and Medical Law	<ul style="list-style-type: none"> What laws and ethics are relevant in a healthcare setting? What is tort law and how is it related to the medical field? What are the effects of litigation on the medical field? What is HIPAA? 	<ul style="list-style-type: none"> Identify specific medical ethics and medical laws that are important in medical assisting. Describe the government agencies that regulate health care. Describe the components of the Health Insurance Portability and Accountability Act (HIPAA). Differentiate between personal and professional ethics. 	<ul style="list-style-type: none"> Keyed Documents, Including Patient Bill of Rights for Portfolio Written Quiz Workbook Legal/Ethical Issues Video Worksheet Article Summary Rubric 	Career Ready Practices CRP 1,2,4,5,8,9,11 Cluster Standards HL 4,5,6 Pathway Standards HL-THR 1,2,3	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,9 9-10WHST 2,4,6,7 Science

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
Weeks 14-16 Introduction to Medical Assisting: Emergencies	<ul style="list-style-type: none"> How should medical staff respond to an emergency? What types of emergencies are common in a medical office? What are the responsibilities of a medical assistant in office emergencies? What is the importance of having a plan in case of emergencies? 	<ul style="list-style-type: none"> Describe common legal and ethical issues in health care. Describe how to respond to medical office emergencies. List the steps of professional and provider CPR. Explain the purpose of an AED and its capabilities. Compare and contrast symptoms of hyperglycemia and hypoglycemia. Identify the common symptoms of a heart attack. Identify the symptoms that might indicate damage due to cold exposure. Identify the distinguishing characteristics of capillary, vein and arterial bleeding. List the events that can happen during a seizure. Describe when an obstructed airway can occur. List the symptoms and signs of a stroke. Describe principles for evacuating a health care setting. Identify critical elements of an emergency plan. 	<ul style="list-style-type: none"> Written Objective Quiz Related Workbook Assignments Office Emergency Video Worksheet 	Career Ready Practices CRP 1,2,3,4,8,11 Cluster Standards HL 3,5 Pathway Standards HL-THR 2	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,9 9-10WHST 2,4,6,7 Science HS-LS1.A
Weeks 17-21 Introduction to Medical Assisting: Interpersonal Communication	<ul style="list-style-type: none"> What is communication? How do patients communicate both verbally and nonverbally? What are some barriers to effective communication? Why is empathy important? What is active listening and why is it important? 	<ul style="list-style-type: none"> Identify styles and types of verbal communication. Identify types of nonverbal communication. Describe barriers to communication. Describe and demonstrate effective professional communication. Describe the importance of empathy in working with critically ill patients. Define and demonstrate active listening. 	<ul style="list-style-type: none"> Video Task Sheet and Scoring Rubric Classroom Medical Clinic Evaluation Rubric Written Objective Quiz Including Theory-Based Questions Related to Interpersonal Communications Related Workbook Assignments Death and Dying Video Worksheet Problem/Solution Rubric 	Career Ready Practices CRP 1,2,4,8,12 Cluster Standards HL 2,4,5 Pathway Standards HL-THR 1,2,3	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,9 9-10WHST 2,4,6,7 Science
Weeks 22-25 Introduction to Medical Assisting: Health and Wellness	<ul style="list-style-type: none"> What is the difference between health and wellness? What knowledge of wellness should health care workers have? What behaviors contribute to overall health and wellness? What behaviors detract from overall health and wellness? 	<ul style="list-style-type: none"> Explain the concepts of health and wellness. Explain how health providers can be role models of health and wellness. Describe behaviors that contribute to one's health and wellness. Describe behaviors that detract from one's health and wellness. Explain the importance of dietary nutrients in overall health. 	<ul style="list-style-type: none"> Classroom Medical Clinic Evaluation Rubric. Written Objective Quiz on Theory of Health and Wellness Related Workbook Assignment Article Summary Rubric 	Career Ready Practices CRP 1,2,3,4,8 Cluster Standards HL 2,4 Pathway Standards HL-THR 1,4	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,9 9-10WHST 2,4,6,7 Science HS-LS1.A, C

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
		<ul style="list-style-type: none"> Describe the parts of a food label and how to interpret the information. Identify special dietary needs for weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose or gluten sensitivity and food allergies. Describe common dietary and health concerns of patients. Explain the importance of sleep, exercise and a positive outlook to health and wellness. 			
Weeks 26-30 Introduction to Medical Assisting: Infection Control and Medical Asepsis	<ul style="list-style-type: none"> What is the infection control cycle? How are diseases transmitted from person to person? How can microorganisms be controlled? What are standard precautions? How should sharps and biohazardous materials be handled? How does the human body defend against disease? How do health care workers protect themselves against disease in the health care setting? 	<ul style="list-style-type: none"> Describe the infection control cycle. List major types of infectious agents. Explain the steps in the infectious disease process. Describe methods of controlling the growth of microorganisms. Define the principles of standard precautions. Explain the concepts of self-examination, disease management, and health promotion. Explain how used needles, lancets, capillary tubes, glass slides and other sharp instruments are to be handled. Explain the process for disposal of biohazardous materials. Describe the body's defense mechanisms against disease. Identify the CDC (Centers for Disease Control) regulations that affect health care practices. Define medical asepsis. List and describe personal protective equipment for all body fluids, blood, nonintact skin, and mucous membranes. Explain the difference between sanitation, disinfection, and sterilization. 	<ul style="list-style-type: none"> Written Objective Quiz Related Workbook Assignment 	Career Ready Practices CRP 1,2,3,4,5,8,11 Cluster Standards HL 2,3,4,5 Pathway Standards HL-THR 2,3	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,6,7 Science HS-LS1.A
Weeks 31-35 Introduction to Medical Assisting: Medical History and Patient Screening	<ul style="list-style-type: none"> What is the purpose of patient screening? What skills are needed to conduct a patient interview? What is the purpose of obtaining a health history? What are the components of a health history form? What screening results should be documented? 	<ul style="list-style-type: none"> Explain the purpose of patient screening. Describe the process of screening and determining the urgency of a patient's condition. Identify the skills necessary to conduct a patient interview. Explain the purpose of obtaining a health history. Identify the components of a health history form. Describe and demonstrate safe 	<ul style="list-style-type: none"> Written Objective Quiz Clinical Evaluation with Rubric. Workbook Situational Role Play Evaluation Sheet Charting Rubric 	Career Ready Practices CRP 1,2,4,8,9 Cluster Standards HL 2,4 Pathway Standards HL-THR 1,2,3,4	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,6,7 Science HS-LS3.A HS-LS1.A

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
		procedures during patient screening. <ul style="list-style-type: none"> Describe and follow proper documentation procedures of screening results. 			
Weeks 36-38 Introduction to Medical Assisting: Body Measurements and Vital Signs	<ul style="list-style-type: none"> Why are a patient's height and weight measured? What are vital signs and what do they measure? What are normal ranges for vital signs? What factors can affect vital signs? 	<ul style="list-style-type: none"> Explain why a patient's height and weight are measured. Identify the four vital signs and the body functions they measure. Explain the normal ranges for the four vital signs. Describe factors that can affect each of the vital signs. Calculate foot and inch measurement conversions, weight and BMI (Body Mass Index) conversions, and Celsius and Fahrenheit temperature conversions. 	<ul style="list-style-type: none"> Written Objective Quiz Situational Role Play Evaluation Sheet 	Career Ready Practices CRP 1,2,4,8,9 Cluster Standards HL 4,5,6 Pathway Standards HL-THR 1,2,3,4	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,6,7 Science
Weeks 39-40 Review and Final Examination	<ul style="list-style-type: none"> What were the learning goals this year in medical assisting? 	<ul style="list-style-type: none"> Complete the assessment demonstrating a thorough knowledge of medical assisting. 	<ul style="list-style-type: none"> Final Assessment 	Career Ready Practices CRP 1,2,3,4,5,7,8,9,11 Cluster Standards HL 1,2,3,4,5,6 Pathway Standards HL-THR 1,2,3,4	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,6,7 Science

Syracuse City School District
Career and Technical Education Program
Course Syllabus
MAS 200: Medical Assisting 200



Program Overview

The Medical Assisting Pathway program will provide students with the knowledge, attitudes, discipline and skills needed for employment in medical offices. Integrated throughout the program are career ready practices which include appropriate written and verbal communication skills, interpersonal skills, problem solving, safety, technology and other vital employability skills. This program provides an opportunity for the student to obtain knowledge and skills in the classroom setting and then apply them in real life situations at local medical facilities, including job shadowing and internships. Instruction includes preparing patients for examination and treatment, routine laboratory procedures and diagnostic testing. Upon successful completion of the four years of coursework, student will be eligible to take the National Healthcareer Association certification exams for Clinical Medical Assistant Certification (CCMA) and/or Medical Administrative Assistant Certification (CMAA) and will be able to carry out all duties required for entry-level positions in medical assisting specializing in administrative and/or clinical competencies.

Course Description

This course is designed to help students develop the knowledge and skills needed to begin to interact with patients as a Certified Medical Assistant. Students will focus on developing their foundational knowledge of the anatomy and physiology of human body systems, including the physical composition and the function of these systems. Students will also focus on learning and applying accurate medical terminology and medical abbreviations pertaining to human body systems.

Pre-Requisites

MAS 100: Medical Assisting 100

Course Objectives

By the end of the Medical Assisting 200 course students will:

1. Demonstrate knowledge of human body systems and human anatomy and physiology.
2. Demonstrate knowledge of human body systems in relation to diseases and disorders.
3. Know and use accurate medical terminology.
4. Participate in hands-on activities and create products to demonstrate the knowledge and skills of a Medical Assistant.
5. Understand the career application of Medical Assisting information through participation in field experiences.

Integrated Academics

.5 Health Credit

Equipment and Supplies

- **School will provide:** All textbooks and lab supplies.
- **Student will provide:** Computer and Internet access outside of school.

Textbook

Blesi, Michelle and Virginia Busey Ferrari. *Medical Assisting: Administrative and Clinical Competencies*. Boston: Cengage Learning, 2017.
Gyls, Barbara A. and Mary Ellen Wedding. *Medical Terminology Systems: A Body Systems Approach*. Philadelphia: F. A. Davis, 2013.
Hall, Susan J., Michelle A. Provost-Craig and William C. Rose. *Introduction to Anatomy and Physiology*. Tinley Park, IL: Goodheart-Willcox Company, Inc., 2014.

Grading

Students are graded on theory and lab practice and performance.

The course must be passed with 70% or better.

Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Additional Course Policies

Attendance is an important asset in any program. Students who attend all class meetings are more likely to accomplish the course successfully.

There will be no cell phones permitted during lectures. Calls and texts can be made before or after class, or during break. All students are expected to follow all posted clinic rules. The first offense will result in a verbal warning. The second will be a written warning and possible class suspension. The third offense will result in immediate dismissal from the externship. Professional behavior at all times is expected.

Course Calendar

Quarter	Units of Study
1	<ul style="list-style-type: none">• Classroom Practices: Being Successful in MAS 200• Body Structures• Medical Terminology• Sensory System and Special Senses
2	<ul style="list-style-type: none">• Muscular and Skeletal Systems• Circulatory System• Digestive System
3	<ul style="list-style-type: none">• Endocrine System• Immune System• Integumentary System
4	<ul style="list-style-type: none">• Nervous System• Respiratory System• Reproductive System• Anatomy and Physiology: Review of Body Systems• Final Examination

Syracuse City School District
Career and Technical Education Program
Scope and Sequence
MAS 200: Medical Assisting 200



Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
Weeks 1-3 Classroom Practices: Being Successful in MAS 200 Body Structures	<ul style="list-style-type: none"> What are the expectations for the medical assisting classroom? How can I be successful in Medical Assisting 200? How can I manage my time? How can I study effectively to prepare for a test? What are anatomy and physiology and how are they related? What are body cavities and why are organs housed within cavities? Why is the metric system used in science? Why is the body organized into systems? How does one system affect another system? 	<ul style="list-style-type: none"> Explain and follow classroom procedures. List rules for general classroom safety. Evaluate ways to manage time. Investigate various study skills for test taking and identify two effective skills. Identify body systems and related organs and explain their purposes. Describe and explain the function of body systems. Define and use medical terms related to body systems. Describe the anatomy and physiology of body systems in relation to the location of system organs. Identify and analyze diseases and disorders related to body systems. 	<ul style="list-style-type: none"> Related Workbook Assignments Written Objective Quiz Written Module/Unit Tests Do It Now Ticket Out the Door Essential Questions Throughout the Lessons Student Lesson Worksheets Unit Project with Rubric Journal Entries with Lesson Takeaways 	Career Ready Practices CRP 1,2,3,4,8	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6
				Cluster Standards HL 2,3,5	Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7
				Pathway Standards HL-THR 1	Science HS-LS1.A,B
Weeks 4-6 Medical Terminology	<ul style="list-style-type: none"> How are medical terms formed? What are the common word parts that are used to form medical terms? What common medical terms and abbreviations are used for the major body systems? 	<ul style="list-style-type: none"> Describe the basic structure of medical words. Accurately identify and define roots, prefixes, suffixes and combining forms commonly used in medical terminology. Analyze medical terms and define their word elements. Convert medical terms from singular to plural. Define and accurately apply medical terms and abbreviations related to all body systems. 	<ul style="list-style-type: none"> Written Objective Quiz Do It Now Ticket Out the Door Student Lesson Worksheets Journal Entries with Lesson Takeaways 	Career Ready Practices CRP 1,2,4,8,9,11	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6
				Cluster Standards HL 1,2,4,5	Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,6,7
				Cluster Standards HL 1,2,4,5	Science HS-LS1.A
Weeks 7-10 Sensory System and Special Senses	<ul style="list-style-type: none"> What is the function of the sensory system? What are the structures and organs of the sensory system? What are some common causes of diseases and disorders related to the sensory system? How do diseases and disorders of the sensory system affect a patient's quality of life? 	<ul style="list-style-type: none"> Identify structures of the sensory system. Identify sensory system organs. Explain the purpose and function of the sensory system and its related organs. Define and use medical terms and abbreviations related to the sensory system. Describe the anatomy and physiology of the sensory system in relation to the location of system organs. Identify and analyze diseases and disorders of the sensory system. Identify testing related to diagnosis of diseases and disorders of the sensory 	<ul style="list-style-type: none"> Written Objective Quiz Covering Special Senses Unit Diagram for Proper Anatomical Locations and Labeling Spelling Test/Quizzes for Medical Term Uses Written Objective Quiz Written Module/Unit Tests Do It Now Ticket Out the Door Essential Questions Throughout the Lessons 	Career Ready Practices CRP 1,2,3,4,8	ELA 9-10R 3 9-10W 3,5,6,7 9-10SL 4 9-10L 6
				Cluster Standards HL 2,3,5	Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7
				Pathway Standards HL-THR 1	Science HS-LS1.A

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
		<ul style="list-style-type: none"> system. Research and identify common treatments and medications for sensory system diseases and disorders. 	<ul style="list-style-type: none"> Student Lesson Worksheets Unit Project with Rubric Journal Entries with Lesson Takeaways 		
Weeks 11-13 Muscular and Skeletal Systems	<ul style="list-style-type: none"> What are the functions of the muscular and skeletal systems? What are the structures and organs of the muscular and skeletal systems? What are some common causes of diseases and disorders related to the muscular and skeletal systems? How do diseases and disorders of the muscular and skeletal systems affect a patient's quality of life? 	<ul style="list-style-type: none"> Identify the structures of the muscular and skeletal systems and their related organs. Explain the purpose and function of the muscular and skeletal systems and their related organs. Describe the bone growth process. Explain muscle tone. Define and use medical terms and abbreviations related to the muscular and skeletal systems. Describe the anatomy and physiology of the muscular and skeletal systems in relation to the location of system organs. Identify and analyze diseases and disorders related to the muscular and skeletal systems. Identify testing related to diagnosis of diseases and disorders of the muscular and skeletal systems. Research and identify common treatments and medications for diseases and disorders of the muscular and skeletal systems. 	<ul style="list-style-type: none"> Written Objective Quiz Written Module/Unit Tests Do It Now Ticket Out the Door Essential Questions Throughout the Lessons Student Lesson Worksheets Unit Project with Rubric Journal Entries with Lesson Takeaways 	Career Ready Practices CRP 1,2,4,8,12 Cluster Standards HL 2,3,5 Pathway Standards HL-THR 4	ELA 9-10R 3 9-10W 2,5,6,7 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7 Science HS-LS1.A,B
Weeks 14-16 Circulatory System	<ul style="list-style-type: none"> What is the function of the circulatory system? What organs are part of the circulatory system? What other systems are affected by the circulatory system? How does is blood filtered by the circulatory system? What are some common causes of diseases and disorders related to the circulatory system? How do diseases and disorders of the circulatory system affect a patient's quality of life? 	<ul style="list-style-type: none"> Identify the structures of the circulatory system, including chambers of the heart, valves, arteries and veins. Explain the purpose and function of the circulatory system and its related organs. Describe the blood filtration process. Define and use medical terms and abbreviations related to the circulatory system. Describe the anatomy and physiology of the circulatory system in relation to the location of system organs. Identify and analyze diseases and disorders related to the circulatory system. Identify testing related to diagnosis of diseases and disorders of the circulatory system. Research and identify common treatments and medications for diseases 	<ul style="list-style-type: none"> Clinical Evaluation with Physical Assessments of the Condition of the Patient with a Rubric Rubric for Patient Information Brochures Situational Role Play Evaluation Sheet American Heart Association CPR Test Written Objective Quiz Written Module/Unit Tests Do It Now Ticket Out the Door Essential Questions Throughout the Lessons Student Lesson Worksheets Unit Project with Rubric Journal Entries with Lesson 	Career Ready Practices CRP 1,2,4,8,12 Cluster Standards HL 2,3,5 Pathway Standards HL-THR 4	ELA 9-10R 3 9-10W 2,5,6,7 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7 Science HS-LS1.A,B HS-LS3.A

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
		and disorders of the circulatory system.	Takeaways		
Weeks 17-19 Digestive System	<ul style="list-style-type: none"> What is the function of the digestive system? What are the structures and organs of the digestive system? What are some common causes of diseases and disorders related to the digestive system? How do diseases and disorders of the digestive system affect a patient's quality of life? 	<ul style="list-style-type: none"> Identify structures of the digestive system and its related organs. Explain the purpose and function of the digestive system and its related organs. Describe the digestive flow process. Define and use medical terms and abbreviations related to the digestive system. Describe the anatomy and physiology of the digestive system in relation to the location of its organs. Identify and analyze diseases and disorders of the digestive system. Identify testing related to diagnosis of diseases and disorders of the digestive system. Research and identify common treatments and medications for diseases and disorders of the digestive system. 	<ul style="list-style-type: none"> Written Objective Quiz Including Theory-Based Questions Related Workbook Assignments Written Objective Quiz Written Module/Unit Tests Do It Now Ticket Out the Door Essential Questions Throughout the Lessons Student Lesson Worksheets Unit Project with Rubric Journal Entries with Lesson Takeaways 	Career Ready Practices CRP 1,2,4,8,9,12	ELA 9-10R 3 9-10W 2,5,6,7 9-10SL 4 9-10L 6
				Cluster Standards HL 2,4	Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7
				Pathway Standards HL-THR 1,2	Science HS-LS1.A,B
Weeks 20-22 Endocrine System	<ul style="list-style-type: none"> What is the function of the endocrine system? What are the structures and organs of the endocrine system? What are some common causes of diseases and disorders related to the endocrine system? How do diseases and disorders of the endocrine system affect a patient's quality of life? 	<ul style="list-style-type: none"> Identify structures of the endocrine system and its related organs. Explain the purpose and function of the endocrine system and its related organs. Analyze and explain body regulation related to hemostasis. Define and use medical terms and abbreviations related to the endocrine system. Describe the anatomy and physiology of the endocrine system in relation to the location of system organs. Identify and analyze diseases and disorders related to the endocrine system. Identify testing related to diagnosis of diseases and disorders of the endocrine system. Research and identify common treatments and medications for diseases and disorders of the endocrine system. 	<ul style="list-style-type: none"> Written Objective Quiz Workbook Assignment Self-Evaluation Peer Evaluation Verbal Feedback Written Objective Quiz Written Module/Unit Tests Do It Now Ticket Out the Door Essential Questions Throughout the Lessons Student Lesson Worksheets Unit Project with Rubric Journal Entries with Lesson Takeaways 	Career Ready Practices CRP 1,2,4,7,8,12	ELA 9-10R 3 9-10W 2,5,6,7 9-10SL 4 9-10L 6
				Cluster Standards HL 1,2,5	Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7
				Pathway Standards HL-THR 2,4	Science HS-LS1.A,B
Weeks 23-25 Immune System	<ul style="list-style-type: none"> What is immunity? How does immunity work? What are the structures and organs of the immune system? What is the function of the immune system? How are viruses and bacteria 	<ul style="list-style-type: none"> Identify structures of the immune system and its related organs. Explain the purpose and function of the immune system and its related organs. Identify and describe the immunity process. Explain different pathogens and non- 	<ul style="list-style-type: none"> Written Objective Quiz Verbal Feedback Written Objective Quiz Written Module/Unit Tests Do It Now Ticket Out the Door Essential Questions 	Career Ready Practices CRP 1,2,4,8,11	ELA 9-10R 3 9-10W 2,5,6,7 9-10SL 4 9-10L 6
				Cluster Standards HL 1,2	Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
	<p>spread?</p> <ul style="list-style-type: none"> • How are pathogens harmful? • What do non-pathogens do to help fight infections? • How does the body fight off infection? • What are prophylactics? • How do prophylactics save lives? • How are prophylactics used? • What are some common causes of diseases and disorders related to the immune system? • How do diseases and disorders of the immune system affect a patient's quality of life? 	<p>pathogens and how they affect the human body.</p> <ul style="list-style-type: none"> • Describe how the body fights infection. • Identify and describe prophylactics. • Define and use medical terms and abbreviations related to the immune system. • Describe the anatomy and physiology of the immune system in relation to the location of system organs. • Identify and analyze diseases and disorders related to the immune system. • Identify testing related to diagnosis of diseases and disorders of the immune system. • Research and identify common treatments and medications for diseases and disorders of the immune system. 	<p>Throughout the Lessons</p> <ul style="list-style-type: none"> • Student Lesson Worksheets • Unit Project with Rubric • Journal Entries with Lesson Takeaways 	<p>Pathway Standards HL-THR 2,3</p>	<p>Science HS-LS1.A,B HS-LS3.A</p>
<p>Weeks 26-28 Integumentary System</p>	<ul style="list-style-type: none"> • What is the function of the integumentary system? • What are the structures and organs of the integumentary system? • What are some common causes of diseases and disorders related to the integumentary system? • How do diseases and disorders of the integumentary system affect a patient's quality of life? 	<ul style="list-style-type: none"> • Identify structures of the integumentary system and its related organs. • Explain the purpose and function of the integumentary system and its related organs. • Evaluate and analyze accessory organs related to the integumentary system. • Define and use medical terms and abbreviations related to the integumentary system. • Describe the anatomy and physiology of the integumentary system in relation to the location of system organs. • Identify and analyze diseases and disorders related to the integumentary system. • Identify testing related to diagnosis of diseases and disorders of the integumentary system. • Research and identify common treatments and medications for diseases and disorders of the integumentary system. 	<ul style="list-style-type: none"> • Written Objective Quiz • Verbal Feedback • Written Objective Quiz • Written Module/Unit Tests • Do It Now • Ticket Out the Door • Essential Questions Throughout the Lessons • Student Lesson Worksheets • Unit Project with Rubric • Journal Entries with Lesson Takeaways 	<p>Career Ready Practices CRP 1,2,4,8,11</p> <p>Cluster Standards HL 1,2,4</p> <p>Pathway Standards HL-THR 1,2,3,4</p>	<p>ELA 9-10R 3 9-10W 2,5,6,7 9-10SL 4 9-10L 6</p> <p>Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7</p> <p>Science HS-LS1.A,B</p>
<p>Weeks 29-32 Nervous System</p>	<ul style="list-style-type: none"> • What is the function of the nervous system? • What are the structures and organs of the nervous system? • What are some common causes of diseases and disorders related to the nervous system? 	<ul style="list-style-type: none"> • Identify structures of the nervous system and its related organs. • Explain the purpose and function of the nervous system and its related organs. • Define and use medical terms and abbreviations related to the nervous system. 	<ul style="list-style-type: none"> • Written Objective Quiz • Workbook-Assignments • Clinical Performance Rubric • Written Objective Quiz • Written Module/Unit Tests • Do It Now • Ticket Out the Door 	<p>Career Ready Practices CRP 1,2,4,8,11</p> <p>Cluster Standards HL 1,2,4</p>	<p>ELA 9-10R 3 9-10W 2,5,6,7 9-10SL 4 9-10L 6</p> <p>Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7</p>

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
	<ul style="list-style-type: none"> How do diseases and disorders of the nervous system affect a patient's quality of life? 	<ul style="list-style-type: none"> Describe the anatomy and physiology of the nervous system in relation to the location of system organs. Identify and analyze diseases and disorders related to the nervous system. Identify testing related to diagnosis of diseases and disorders of the nervous system. Research and identify common treatments and medications for diseases and disorders of the nervous system. 	<ul style="list-style-type: none"> Essential Questions Throughout the Lessons Student Lesson Worksheets Unit Project with Rubric Journal Entries with Lesson Takeaways 	Pathway Standards HL-THR 1,2,3,4	Science HS-LS1.A,B HS-LS3.A
Weeks 33-35 Respiratory System	<ul style="list-style-type: none"> What is the function of the respiratory system? What are the structures and organs of the respiratory system? What are some common causes of diseases and disorders related to the respiratory system? How do diseases and disorders of the respiratory system affect a patient's quality of life? 	<ul style="list-style-type: none"> Identify structures of the respiratory system and its related organs. Explain the purpose and function of the respiratory system and its related organs. Explain the connections between the respiratory system, the circulatory system and the nervous system. Define and use medical terms and abbreviations related to the respiratory system. Describe the anatomy and physiology of the respiratory system in relation to the location of system organs. Identify and analyze diseases and disorders related to the respiratory system. Identify testing related to diagnosis of diseases and disorders of the respiratory system. Research and identify common treatments and medications for diseases and disorders of the respiratory system. 	<ul style="list-style-type: none"> Written Objective Quiz Situational Role Play Evaluation Sheet Written Objective Quiz Written Module/Unit Tests Do It Now Ticket Out the Door Essential Questions Throughout the Lessons Student Lesson Worksheets Unit Project with Rubric Journal Entries with Lesson Takeaways 	Career Ready Practices CRP 1,2,4,9 Cluster Standards HL 4,5,6 Pathway Standards HL-THR 1,2,3,4	ELA 9-10R 3 9-10W 2,5,6,7 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7 Science HS-LS1.A,B HS-LS3.A
Weeks 36-38 Reproductive System	<ul style="list-style-type: none"> What is the function of the reproductive system? What are the structures and organs of the reproductive system? What are some common causes of diseases and disorders related to the reproductive system? How do diseases and disorders of the reproductive system affect a patient's quality of life? 	<ul style="list-style-type: none"> Identify structures of the reproductive system and its related organs. Explain the purpose and function of the reproductive system and its related organs. Define and use medical terms and abbreviations related to the reproductive system. Describe the anatomy and physiology of the reproductive system in relation to the location of system organs. Identify and analyze diseases and disorders related to the reproductive system. Identify testing related to diagnosis of diseases and disorders of the 	<ul style="list-style-type: none"> Written Objective Quiz Course Textbook Assignments Written Objective Quiz Written Module/Unit Tests Do It Now Ticket Out the Door Essential Questions Throughout the Lessons Student Lesson Worksheets Unit Project with Rubric Journal Entries with Lesson Takeaways 	Career Ready Practices CRP 1,2,4,8,11 Cluster Standards HL 1,2,4 Pathway Standards HL-THR 2	ELA 9-10R 3 9-10W 2,5,6,7 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,5,6,7 Science HS-LS1.A,B HS-LS3.A,B

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
		reproductive system. • Research and identify common treatments and medications for diseases and disorders of the reproductive system.			
Weeks 39-40 Anatomy and Physiology: Review of Body Systems Final Examination	<ul style="list-style-type: none"> • What are anatomy and physiology and how are they related? • Why is the body organized into systems? • How does one system affect another system? 	<ul style="list-style-type: none"> • Complete the assessment demonstrating a thorough knowledge of anatomy and physiology and major body systems. 	<ul style="list-style-type: none"> • Final Assessment 	Career Ready Practices CRP 1,2,3,4,5,7,8,9,11 Cluster Standards HL 1,2,3,4,5,6 Pathway Standards HL-THR 1,2,3,4	ELA 9-10R 3 9-10W 2,5 9-10SL 4 9-10L 6 Literacy 9-10RST 1,2,4,7,9 9-10WHST 2,4,6,7 Science HS-LS1.A,B

Syracuse City School District
Career and Technical Education Program
Course Syllabus
MAS 300: Medical Assisting 300



Program Overview

The Medical Assisting Pathway program will provide students with the knowledge, attitudes, discipline and skills needed for employment in medical offices. Integrated throughout the program are career ready practices which include appropriate written and verbal communication skills, interpersonal skills, problem solving, safety, technology and other vital employability skills. This program provides an opportunity for the student to obtain knowledge and skills in the classroom setting and then apply them in real life situations at local medical facilities, including job shadowing and internships. Instruction includes preparing patients for examination and treatment, routine laboratory procedures and diagnostic testing. Upon successful completion of the four years of coursework, student will be eligible to take the National Healthcareer Association certification exams for Clinical Medical Assistant Certification (CCMA) and/or Medical Administrative Assistant Certification (CMAA) and will be able to carry out all duties required for entry-level positions in medical assisting specializing in administrative and/or clinical competencies.

Course Description

This course is designed to provide students with the knowledge and skills required by employers and will focus on the administrative aspects, tasks, and responsibilities of the administrative medical assistant in the medical office. This course will prepare students with interpersonal skills, written and verbal communication skills, and proper telephone etiquette. Students will focus on front desk tasks and responsibilities such as patient check-in and check-out, insurance verification, patient referral services, patient demographics, scheduling patient appointments, and other administrative roles of the medical office. Throughout the course, students will practice critical thinking, problem-solving, and employability skills to become both college and career ready. At the successful completion of the course, students will have the opportunity to take the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) Exam.

Pre-Requisites

MAS 100: Medical Assisting 100
MAS 200: Medical Assisting 200

Course Objectives

By the end of the Medical Assisting 300 course, students will:

1. Demonstrate the knowledge and skills required by the employers, including 21st Century Skills and Career Ready Practices.
2. Demonstrate knowledge of proper patient interaction.
3. Explain appointment scheduling systems.
4. Identify a variety of insurance programs and plans.
5. Explain the referrals process.
6. Summarize the use Electronic Medical Records and the importance of HIPAA regulations.
7. Summarize the government and state agencies associated/related to healthcare.
8. Apply practical knowledge and skills to complete a wide range of administrative medical assisting tasks and duties.

Integrated Academics

1 CTE Integrated Science Credit

Equipment and Supplies

- **School will provide:** All textbooks and lab supplies.
- **Student will provide:** Computer and internet access outside of school.

Textbook

Blesi, Michelle and Virginia Busey Ferrari. *Medical Assisting: Administrative and Clinical Competencies*. Boston: Cengage Learning, 2017.

Gyls, Barbara A. and Mary Ellen Wedding. *Medical Terminology Systems: A Body Systems Approach*. Philadelphia: F. A. Davis, 2013.

Venes, Donald, ed. *Taber's Cyclopedic Medical Dictionary, Edition 22*. Philadelphia: F. A. Davis, 2013.

Grading

Students are graded on theory and lab practice and performance.

The course must be passed with 70% or better.

Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Additional Course Policies

Attendance is an important asset in any program. Students who attend all class meetings are more likely to accomplish the course successfully.

There will be no cell phones permitted during lectures. Calls and texts can be made before or after class, or during break. All students are expected to follow all posted clinic rules. The first offense will result in a verbal warning. The second will be a written warning and possible class suspension. The third offense will result in immediate dismissal from the externship. Professional behavior at all times is expected.

Course Calendar

Quarter	Units of Study
1	<ul style="list-style-type: none">• Classroom Practices: Being Successful in MAS 300• Medical Assistant: Roles and Responsibilities• Medical Office Operation• Computers, Software and Keyboarding
2	<ul style="list-style-type: none">• Computers, Software and Keyboarding (Cont.)• Office Equipment• Telephone Communication• Written Communication
3	<ul style="list-style-type: none">• Appointments, Scheduling, and Patient Screening• Medical History Form Preparation• Medical Records and Records Management
4	<ul style="list-style-type: none">• Medical Records and Records Management (Cont.)• Coding with CPT and ICD-10-CM• Health Insurance and Insurance Claims• Medical Office Financial Management and Accounting• Administrative Medical Assistant Review• Final Examination

**Syracuse City School District
Career and Technical Education Program
Scope and Sequence
MAS 300: Medical Assisting 300**



Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
Weeks 1-2 Classroom Practices: Being Successful in MAS 300 Medical Assistant: Roles and Responsibilities	<ul style="list-style-type: none"> What are the expectations for the medical assisting classroom? How can I be successful in Medical Assisting 300? How can I manage my time? How can I study effectively to prepare for a test? What are the administrative roles and responsibilities of the medical assistant in a medical office? 	<ul style="list-style-type: none"> Explain and follow classroom procedures. List rules for general classroom safety. Evaluate ways to manage time. Investigate various study skills for test taking and identify two effective skills. Describe the administrative role of the medical assistant in a medical office. Explain common administrative responsibilities of the medical assistant in a medical office. 	<ul style="list-style-type: none"> Related Workbook Assignments Written Objective Quiz Do It Now Ticket Out the Door Student Lesson Worksheets Journal Entries with Lesson Takeaways 	Career Ready Practices CRP 1,2,3,4,8	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6
				Cluster Standards HL 2,3,5	Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,4,5,6,7
				Pathway Standards HL-THR 1	Science
Weeks 3-7 Medical Office Operation	<ul style="list-style-type: none"> How are medical offices operated? What safety procedures are needed in a medical office? What are some common administrative tasks in a medical office? 	<ul style="list-style-type: none"> List the key steps of opening and closing a medical office. Describe what should be checked to ensure safety in the reception area, at the front desk, and in examination and lab rooms. List tasks to perform to prepare the front desk for the day. Develop a written plan with a budget for a medical clinic, including room dimensions, a list of prioritized clinical and administrative equipment and supplies, newspaper advertisements, inclusion of safety codes and knowledge of chosen specialty. 	<ul style="list-style-type: none"> Written Objective Quiz Workbook Assignment Self and Peer Evaluation Clinic Scoring Rubric with Criteria for Floor Plan and Supplies, Advertisement, Economic Considerations, and Technology Poster Rubric 	Career Ready Practices CRP 1,2,4,7,8	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6
				Cluster Standards HL 2,4	Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,4,5,6,7
				Pathway Standards HL-THR 1	Science HS-ETS1.B
Weeks 8-11 Computers, Software and Keyboarding	<ul style="list-style-type: none"> What computer knowledge and skills are important for a medical assistant? What is the difference between computer hardware and software? How are application software and application suites used regularly in the medical office? What are some common medical office computer software programs? What are the functions of electronic health records, practice management software, electronic medical 	<ul style="list-style-type: none"> Differentiate between computer hardware and software and give examples of each. Define application software and application suites and give examples of each. Describe common medical office computer software programs including: MS Word, Excel, Publisher, Power Point, and administrative/clinical medical office software. Explain the functions of electronic health records, practice management software, electronic medical records software and encoder software. Explain the importance of data backup. 	<ul style="list-style-type: none"> Written Objective Quiz Verbal Feedback Medical Document Rubric Questions on Computer Usage, Troubleshooting and Obtaining Patient Information for Data Processing Computer Generated Progress Report of WPM (Words Per Minute) and Accuracy Rubric for Keyboarding Goals Including Knowledge and Use of Proofreader Marks 	Career Ready Practices CRP 1,2,4,8,11	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6
				Cluster Standards HL 2,4,5	Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,6,7
				Pathway Standards HL-THR 1,2	Science HS-PS4-2

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
	<ul style="list-style-type: none"> records software and encoder software? • Why is data backup important? • What precautions should be taken when gathering information from the internet? 	<ul style="list-style-type: none"> • Explain why caution should be taken when gathering information from the internet. • Describe four guidelines for finding credible information on the internet. • Explain the computer term downtime and describe when this would be relevant. • Use a computer keyboard with accuracy and speed for data entry and access. • Explain the meaning of proofreader marks. • Troubleshoot computer software problems. 			
Weeks 12-14 Office Equipment	<ul style="list-style-type: none"> • How does office equipment commonly found in medical offices operate? • How is office equipment properly used and maintained? • How can equipment issues or problems affect office operations? • What equipment safety procedures are needed in a medical office? 	<ul style="list-style-type: none"> • List five machines, other than the computer, commonly used in medical offices and describe what they do. • Explain the purpose of routine maintenance of administrative and clinical equipment. • Explain methods of troubleshooting and maintaining office equipment including arranging for equipment maintenance or repair. • Explain methods for maintaining an inventory of equipment, warranty and service files. • Identify safety techniques that prevent accidents and maintain a safe work environment. • Identify basic principles of ergonomics. 	<ul style="list-style-type: none"> • Written Objective Quiz • Workbook Assignment • Related Rubrics 	Career Ready Practices CRP 1,2,4,8,11 Cluster Standards HL 2,3,4 Pathway Standards HL-THR 1,2	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6 Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,6,7 Science
Weeks 15-17 Telephone Communication	<ul style="list-style-type: none"> • How do telephone policies and protocols help improve the effectiveness of medical office operation? • What documentation is necessary for effective telephone communication in the medical office? • What types of calls might a medical assistant need to answer? 	<ul style="list-style-type: none"> • Explain the proper protocol for answering the telephone in the medical office. • Describe methods of screening and routing incoming calls. • List the information that should be documented in all telephone messages. • Describe the different types of telephone calls a medical assistant might have to answer in the medical office and explain how each should be handled. • Demonstrate professional telephone etiquette. • Document telephone messages accurately. 	<ul style="list-style-type: none"> • Written Objective Quiz • Telephone Communication Skill Rubric • Verbal Feedback • Situational Role-Playing Rubric 	Career Ready Practices CRP 1,2,4,8,11 Cluster Standards HL 2,4,5 Pathway Standards HL-THR 1,2	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6 Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,4,6,7 Science

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
Weeks 18-20 Written Communication	<ul style="list-style-type: none"> • What types of correspondence are used in the medical office? • When would form letters and templates be used? • What is the purpose of information sheets and patient education documents? • How is electronic technology used in professional communication? • What are the pros and cons of using email? • How do HIPAA regulations affect correspondence? 	<ul style="list-style-type: none"> • List the types of correspondence used in the medical office and identify when each is used. • Identify situations when form letters and templates may be used. • Explain the purpose of information sheets and patient education documents. • Explain the uses of electronic technology in professional communication. • List the pros and cons of using email. • Explain how HIPAA regulations affect correspondence. • Compose examples of professional communication. 	<ul style="list-style-type: none"> • Written Objective Quiz • Written Communication Skill Rubric • Verbal Feedback • Situational Role-Playing Rubric 	Career Ready Practices CRP 1,2,4,8,11	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6
				Cluster Standards HL 2,4,5	Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,4,6,7
				Pathway Standards HL-THR 1,2	Science HS-PS4-2
Weeks 21-24 Appointments, Scheduling, and Patient Screening	<ul style="list-style-type: none"> • How are medical practice management systems used for scheduling patient appointments? • What procedures important for effective patient scheduling? • What do medical assistants need to know about the patient screening process? • What is the Patient's Bill of Rights? 	<ul style="list-style-type: none"> • Explain different systems for scheduling patients. • Identify advantages and disadvantages of manual and electronic appointment systems. • Identify critical information required for scheduling patient procedures. • Use a written or computerized appointment system to schedule patient appointments and prepare a daily patient schedule. • Explain procedures for triaging/prioritizing patient appointments, arranging hospital admissions, scheduling diagnostic testing, handling cancellations and missed appointments, and responding to medical emergencies. • Define medical terminology and related abbreviations. • Summarize the Patient's Bill of Rights. 	<ul style="list-style-type: none"> • Written Objective Quiz • Workbook-Scheduling/Matrix Outlines • Clinical Performance Rubric 	Career Ready Practices CRP 1,2,4,6,11	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6
				Cluster Standards HL 2,4,5	Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,6,7
				Pathway Standards HL-THR 1,2,3	Science
Weeks 25-27 Medical History Form Preparation	<ul style="list-style-type: none"> • What are the legal and ethical considerations in medical documentation? • What do medical assistants need to know about medical records and the process of obtaining a medical history? • What types of information are contained in the patient's medical record? 	<ul style="list-style-type: none"> • Explain and use medical terms appropriately. • Identify types of records common to the health care setting. • Describe the types of information contained in the patient's medical record. • Differentiate between subjective and objective information. • Create and organize an example of a patient's medical record. 	<ul style="list-style-type: none"> • Written Objective Quiz • Situational Role Play Evaluation Sheet 	Career Ready Practices CRP 1,2,4,5,8	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6
				Cluster Standards HL 2,4,5	Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,6,7
				Pathway Standards HL-THR 1,2,3	Science

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
Weeks 28-32 Medical Records and Records Management	<ul style="list-style-type: none"> • What are the legal and ethical considerations in medical documentation? • What do medical assistants need to know about medical records? • What types of information are contained in the patient's medical record? • What is the difference between electronic medical records (EMR) and a practice management (PM) system? • What is the Health Information Technology for Economic and Clinical Health (HITECH) Act? • How does HIPAA affect medical records? • What is needed in order to create, maintain, and store medical records? 	<ul style="list-style-type: none"> • Identify and describe types of records common to the health care setting. • Describe the types of information contained in the patient's medical record. • Describe the legal and ethical regulations and considerations in managing medical records including HIPAA and the Health Information Technology for Economic and Clinical Health (HITECH) Act. • Explain and use medical terms appropriately. • Explain the principles of using electronic medical record and practice management systems. • Differentiate between electronic medical records (EMR) and a practice management (PM) system. • Differentiate between subjective and objective information. • Identify different systems for filing medical records including alphabetical, numerical, subject and chronological filing. • Describe the pros and cons of various filing methods. • Identify methods of organizing the patient's medical record based on problem-oriented medical record (POMR) and source-oriented medical record (SOMR). • Identify equipment and supplies needed in order to create, maintain, and store medical records. • Create and organize an example of a patient's medical record. • Utilize an electronic medical record. 	<ul style="list-style-type: none"> • Practical Exam with Rubrics • Written Objective Quiz with Questions on Various Methods of Filing and Legal and Ethical Considerations 	Career Ready Practices CRP 1,2,4,5,8,9 Cluster Standards HL 2,4,5 Pathway Standards HL-THR 1,2,3	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6 Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,4,6,7 Science
Weeks 33-34 Coding with CPT and ICD-10-CM	<ul style="list-style-type: none"> • Why are health insurance coding procedures necessary in a medical office? • How is coding used? • How does HIPAA affect coding and billing? • What is the HCPCS (Healthcare Common Procedure Coding System)? • How are CPT (Current Procedural Terminology) and 	<ul style="list-style-type: none"> • Describe the legal and ethical regulations and considerations in health insurance coding including HIPAA. • Name the two main classifications of codes and explain the difference. • Describe how to use the most current HCPCS. • Describe how to use the current CPT coding system and list eight general CPT coding rules. • Identify the symbols in the CPT manual 	<ul style="list-style-type: none"> • Written Objective Quiz on Coding • Coding Exercise Using a Sample Patient Chart • Workbook Assignments on Coding • Skills Rubrics on Coding 	Career Ready Practices CRP 1,2,4,5,8,11 Cluster Standards HL 2,4,5 Pathway Standards HL-THR 1,2,3	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6 Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,6,7 Science

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
	ICD-10 (International Classification of Diseases 10 th Revision, Clinical Modification) used? <ul style="list-style-type: none"> • What is the effect of coding requirements on the patient and the organization? 	and their meaning. <ul style="list-style-type: none"> • Describe how to use the diagnostic (ICD) coding classification system and list four general ICD-10-CM coding rules. • Discuss the effects of upcoding and downcoding. • Define medical necessity guidelines as they apply to procedural and diagnostic coding. 			
Weeks 35-36 Health Insurance and Insurance Claims	<ul style="list-style-type: none"> • What are some common types of health insurance plans? • What information is on an insurance card? • How is eligibility for services determined? • How are insurance claims processed? • What information is contained in a patient's billing record? • What financial obligations do patients have for services rendered? • What are managed care requirements for patient referral? • How does worker's compensation apply to patients? • What are some different types of provider fee schedules? 	<ul style="list-style-type: none"> • Identify and define different types of health insurance plans. • Interpret information on an insurance card. • Verify eligibility for services including documentation. • Explain how to process insurance claims including: <ul style="list-style-type: none"> ○ Obtaining patient insurance information from medical records. ○ Processing claim forms. ○ Electronic claim filing. ○ Posting insurance payments. ○ Handling delinquent claims. ○ Preparing correspondence related to all areas of insurance processing. • Identify types of information contained in the patient's billing record. • Explain patient financial obligations for services rendered. • Outline managed care requirements for patient referral. • Discuss worker's compensation as it applies to patients. • Discuss types of provider fee schedules. • Identify the information and steps required to file a third-party claim. • Input data utilizing a practice management system. • Define four types of insurance fraud and why they should be avoided. 	<ul style="list-style-type: none"> • Written Objective Quiz on Insurance Used in the Field and Troubleshooting Insurance Processing • Insurance Form Preparation Using Patient Chart and Coding • Workbook Assignments on Processing Insurance Claims • Skills Rubrics on Insurance Processing 	Career Ready Practices CRP 1,2,4,5,8,11 Cluster Standards HL 2,4,5 Pathway Standards HL-THR 1,2,3	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6 Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,6,7 Science
Weeks 37-38 Medical Office Financial Management and Accounting	<ul style="list-style-type: none"> • What are common financial management procedures in a medical office? • Who is responsible for financial management procedures in a 	<ul style="list-style-type: none"> • Apply concepts of banking to medical office operation. • Explain bookkeeping theory including rules, methods, and computer programs. 	<ul style="list-style-type: none"> • Written Objective Quiz • Workbook Assignments • Communication Skills Rubric 	Career Ready Practices CRP 1,2,4,8,9,11 Cluster Standards	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6 Literacy

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CCTC Standards	NYS Standards
	medical office? <ul style="list-style-type: none"> What legal and ethical considerations are important in medical office financial management? What is the effect of medical office financial management on patients, employees and organizations? 	<ul style="list-style-type: none"> Define bookkeeping terminology. Explain procedures for office financial management including payroll, day sheets, posting ledgers, managing cash flow, bank deposits, and statements, accounts payable/receivable, preparation of reports, and petty cash management. Describe the legal and ethical regulations and considerations in office financial management. 		HL 2,4,5	11-12RST 1,2,4,7,9 11-12WHST 2,6,7
Weeks 39-40 Administrative Medical Assistant Review Final Examination	<ul style="list-style-type: none"> What were the learning goals this year in medical assisting? What are the roles and responsibilities of the medical assistant in a medical office? 	<ul style="list-style-type: none"> Complete assessment demonstrating a thorough knowledge of the roles and responsibilities of the administrative medical assistant. 	<ul style="list-style-type: none"> Final Assessment 	Career Ready Practices CRP 1,2,3,4,5,7,8,9,11	ELA 11-12R 3 11-12W 2,5 11-12SL 4 11-12L 6
				Cluster Standards HL 1,2,3,4,5,6	Literacy 11-12RST 1,2,4,7,9 11-12WHST 2,4,6,7
				Pathway Standards HL-THR 1,2,3,4	Science

Syracuse City School District
Career and Technical Education Program
Course Syllabus
MAS 400: Medical Assisting 400



Program Overview

The Medical Assisting Pathway program will provide students with the knowledge, attitudes, discipline and skills needed for employment in medical offices. Integrated throughout the program are career ready practices which include appropriate written and verbal communication skills, interpersonal skills, problem solving, safety, technology and other vital employability skills. This program provides an opportunity for the student to obtain knowledge and skills in the classroom setting and then apply them in real life situations at local medical facilities, including job shadowing and internships. Instruction includes preparing patients for examination and treatment, routine laboratory procedures and diagnostic testing. Upon successful completion of the four years of coursework, student will be eligible to take the National Healthcareer Association certification exams for Clinical Medical Assistant Certification (CCMA) and/or Medical Administrative Assistant Certification (CMAA) and will be able to carry out all duties required for entry-level positions in medical assisting specializing in administrative and/or clinical competencies.

Course Description

This course is designed to provide students with the knowledge and skills required by employers, focusing on the clinical aspects and roles of the medical assistant. Students will practice knowledge and skills in the classroom and then have the opportunity to apply them in real-life, hands-on situations by completing a 160-hour internship at the Syracuse Community Health Center. This internship will provide students with the opportunity to work with other medical professionals and assist with duties and tasks such as rooming patients, assessing patient vital signs, completing patient histories for the physician, patient triage, setting up and assisting with patient exams, assisting with diagnostic and procedural testing and other clinical responsibilities. Throughout the course, students will practice critical thinking, problem-solving, and employability skills to become both college and career ready. Students will be enrolled in HIT 120 Medical Terminology at Onondaga Community College and will earn 3 college credits upon successful completion of the course. Students will have the opportunity to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) Exam upon successful completion of the course. In addition, students who successfully complete the program, will have the opportunity to be nominated for consideration for a full scholarship to Bryant & Stratton College for the Associate's Degree program of the student's choice.

Pre-Requisites

MAS 100: Medical Assisting 100
MAS 200: Medical Assisting 200
MAS 300: Medical Assisting 300

Course Objectives

By the end of the Medical Assisting 400 course, students will:

1. Demonstrate the knowledge and skills required by the employers, including 21st Century Skills and Career Ready Practices.
2. Demonstrate proper preparation for patient exams and patient interaction.
3. Demonstrate accurate vital signs and body measurement assessments.
4. Explain and demonstrate proper use of Personal Protective Equipment (PPE).
5. Explain and demonstrate proper standard precautions and blood borne pathogens/exposure procedures.
6. Explain and demonstrate proper use of medical asepsis and sterile field techniques.
7. Explain and demonstrate urinalysis testing.
8. Explain and demonstrate electrocardiogram 10-12 lead placement (EKG/ECG).
9. Explain and demonstrate phlebotomy techniques and proper order of draw.

Integrated Academics

1 CTE Integrated ELA Credit

Equipment and Supplies

- **School will provide:** All text books and lab supplies
- **Student will provide:** Black Scrubs/Patch: externship office attire, stethoscope, watch with second hand, CPR Training Course

Textbook

Blesi, Michelle and Virginia Busey Ferrari. *Medical Assisting: Administrative and Clinical Competencies*. Boston: Cengage Learning, 2017.

Gyls, Barbara A. and Mary Ellen Wedding. *Medical Terminology Systems: A Body Systems Approach*. Philadelphia: F. A. Davis, 2013.

Venes, Donald, ed. *Taber's Cyclopedic Medical Dictionary, Edition 22*. Philadelphia: F. A. Davis, 2013.

Grading

Students are graded on theory and lab practice and performance.

The course must be passed with 70% or better.

Grading scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, F=50-59%.

Additional Course Policies

Attendance is an important asset in any program. Students who attend all class meetings are more likely to accomplish the course successfully.

There will be no cell phones permitted during lectures. Calls and texts can be made before or after class, or during break. All students are expected to follow all posted clinic rules. The first offense will result in a verbal warning. The second will be a written warning and possible class suspension. The third offense will result in immediate dismissal from the externship. Professional behavior at all times is expected.

Course Calendar

Quarter	Units of Study
1	<ul style="list-style-type: none">• Classroom Practices: Being Successful in MAS 400• Patient Intake and Screening• Vital Signs• Snellen Eye Chart
2	<ul style="list-style-type: none">• Throat Cultures, Strep Screens and Testing• Hemoglobin Testing• Blood Sugar Screening
3	<ul style="list-style-type: none">• Urinalysis• Medical Clinic Operation• Infection Control
4	<ul style="list-style-type: none">• Introduction to Laboratory Technology• Medication Administration• Clinical Medical Assistant Review• Final Examination