



Course Prefix/Number/Title:

AH 259/1234 / CCMA Exam Review

Number of Credits: 1

Course Description:

This course is designed for students to prepare for their CCMA exam review. Through general medical assisting knowledge, administration knowledge, and clinical skills knowledge.

Pre-/Co-requisites:

AH 258 – Practical Skills Lab

Course Objectives:

- Identify the role, including legal and ethical aspects of the Medical Assistant in the health care setting.
- Illustrate and apply principles of aseptic technique and infection control.
- Describe and demonstrate basic collection of specimens.
- Demonstrate the ability to obtain patient history, height and weight, and vital signs.
- Demonstrate proper documentation of patient information in the patient's medical record.
- List the basics of the patient physical assessment, prepare patients for examinations, and demonstrate knowledge of assisting with various patient procedures.
- Demonstrate preparation and administration of medications.
- Describe patient emergencies and appropriate interventions.
- State appropriate protocols and patient care coordination information with other health care providers.
- Infection Control
- Understand Nutrition and Health Promotion
- Understand Clinical Diagnostic and Laboratory

Instructor: Susan Indvik, MSN, RN

Office: Online

Office Hours: Online

Phone: (701)777-4548

Email: susan.e.indvik@und.edu

Lecture/Lab Schedule: Online

Textbook(s): Deborah Barbiber Holmes (2018), *Elsevier's Medical Assisting Exam Review*(5th edition) (ISBN: 978-0-323-40070-1)

Course Requirements: Pre-Test/Post Test

- General
- Administrative
- Clinical

Tentative Course Outline:

- Chapter 1 – Medical Terminology
- Chapter 2 – Anatomy and Physiology
- Chapter 3 – Diseases and Disorders
- Chapter 4 – Growth and Development
- Chapter 5 – Communication
- Chapter 6 – Law, Ethics, and HIPAA
- Chapter 7 – Professionalism and Career Development
- Chapter 8 – Computer Concepts, Written
- Chapter 9 – Records Management
- Chapter 10 – Patient Reception
- Chapter 11 – Office Management
- Chapter 15 – Infection Control and Asepsis
- Chapter 16 – Vital Signs and Anthropometric
- Chapter 17 – Assisting with Physical Examination
- Chapter 18 – Assisting with Medical Specialties
- Chapter 19 – Nutrition and Health Promotion
- Chapter 20 – Therapeutic Modalities
- Chapter 21 – Radiography and Diagnostic Imaging
- Chapter 22 –Pharmacology, Medication Administration, and Intravenous Therapy
- Chapter 23 – Minor Surgery
- Chapter 24 – Clinical Laboratory

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s):

Employ industry-specific skills in preparation for workplace readiness

Relationship to Campus Focus:

This course specifically relates to the *Technology* aspect of the campus' focus students will demonstrate knowledge and application of technology in the medical assistant field, use electronic resources for course related assignments and information, and relates to the ever-changing technology in the health care arena.

Classroom Policies:

1. Students are encouraged to use the publisher's website. The access code for the website can be found in the front of each new textbook.

Student Email Policy:

Dakota College at Bottineau is increasingly dependent upon email as an official form of communication. A student's campus-assigned email address will be the only one recognized by the Campus for official mailings. The liability for missing or not acting upon important information conveyed via campus email rests with the student.

Academic Integrity:

According to the DCB Student Handbook, students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles, and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. The Code detailed in the Academic Honesty/Dishonesty section of the Student Handbook will serve as the guideline for cases where cheating, plagiarism or other academic improprieties have occurred.

Disabilities or Special Needs:

Students with disabilities or special needs (academic or otherwise) are encouraged to contact the instructor and Disability Support Services.

Title IX:

Dakota College at Bottineau (DCB) faculty are committed to helping create a safe learning environment for all students and for the College as a whole. Please be aware that all DCB employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the College Title IX Coordinator. This means that if a student tells a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the College's Title IX Coordinator. Students wishing to speak to a confidential employee who does not have this reporting responsibility can find a list of resources on the DCB Title IX webpage.

www.dakotacollege.edu/student-life/safety/title-ix