DAKOTA COLLEGE AT BOTTINEAU

COURSE SYLLABUS

Course Prefix/Number/Title: AH 136 Clinical Procedures

Number of Credits: 3

Course Description: Introduce duties and responsibilities of Medical Assistants in clinical practice. Includes data collection and documentation, legal issues, physical exams, laboratory and other diagnostic studies, treatment modalities, emergencies, vital signs, and infection control.

Pre/Co -requisites: AH 134, AH 171

Course Objectives:
Students are expected to:

- Identify the role, including legal and ethical aspects, of the Medical Assistant in the health care setting.
- Demonstrate knowledge of the two types of health insurance plans: Government & Private.
- Illustrate and apply principles of aseptic technique and infection control.
- Describe basic collection of specimens.
- List the steps to obtain patient history, height and weight, and vital signs.
- List the basics of the patient's physical assessment and steps to prepare patients for examinations.
- Demonstrate knowledge of assisting with various patient procedures.
- Describe preparation and administration of medications.
- Describe patient emergencies and appropriate interventions.
- State appropriate protocols and patient care coordination information with other health care providers.

Instructor: Heidi Hauf

Office: Old Main, 201A

Office Hours: Use Starfish Calendar to Schedule Appointments and view Available Office Hours

Phone: 1-701-228-5453

Email: Course Messages feature within Blackboard is preferred. heidi.hauf@dakotacollege.edu

Lecture/Lab Schedule: MWF 2-2:50 pm

Textbook(s):

Kinn's The Medical Assistant. 14th Edition. by Niedzwiecki, et al.
ISBN: 978-0-323-58126-4

Kinn's The Medical Assistant Study Guide. 14th Edition. Niedzwiecki, et al.
ISBN: 978-0-323-60869-5

Course Requirements:

Independent Practice: Read each chapter & review the course PowerPoints.

Attendance: Attendance is required.

Lectures/Presentations: Be an active listener during lectures/presentations.

Discussions: Open discussions on course-related topics are encouraged during class.

Assignments: Complete assignments on time.

Tests: Tests are to be proctored during class time. No books, phones, or any outside resources are allowed during test times.

Tentative Course Outline:

- Unit 1: Introduction to Medical Assisting
  - Chapter 1: The Professional Medical Assistant and the Healthcare Team
  - Chapter 3: Legal Principles
- Unit 3: Coding And Medical Billing
  - Chapter 12: Health Insurance Essentials
  - Chapter 13: Diagnostic Coding Essentials
  - Chapter 14: Procedural Coding Essentials
  - Chapter 15: Medical Billing and Reimbursement Essentials
- Unit 5: Fundamentals of Clinical Medical Assisting
  - Chapter 19: Infection Control
  - Chapter 20: Vital Signs
  - Chapter 21: Physical Examination
  - Chapter 22: Patient Coaching
  - Chapter 23: Nutrition and Health Promotion
  - Chapter 24: Surgical Supplies and Instruments
  - Chapter 25: Assisting with Surgical Supplies
  - Chapter 26: Principles of Electrocardiography
  - Chapter 27: Medical Emergencies
- Unit 6: Assisting with Medications
  - Chapter 28: Principles of Pharmacology
  - Chapter 29: Pharmacology Math
  - Chapter 30: Administering Medications
- Unit 8: Assisting with Clinical Laboratory Procedures
  - Chapter 45: Introduction to the Clinical Laboratory
  - Chapter 46: Urinalysis
  - Chapter 47: Blood Collection
  - Chapter 48: Analysis of Blood
  - Chapter 49: Microbiology and Immunology

Academic Calendar: Please review https://www.dakotacollege.edu/academics/academic-calendar/8-week-sessions for important dates.

Grading Scale:

100-90%	**A**
89-80%	**B**
79-70%	**C**
69-60%	**D**
Less than 60%	**F**

General Education Competency/Learning Outcome(s) OR CTE Competency/Department Learning Outcome(s): Employs industry-specific skills in preparation for workplace readiness.

Relationship to Campus Focus: The purpose of this course is to provide the student with a basic understanding of common medical disorders and appropriate interventions to enable them to function competently in the healthcare setting.

Classroom Policies:

- Use of AI is Prohibited
- All students have time allotted based off the academic calendar to complete the course. The course ends at 11:59 p.m. central time on the last Friday of the term.
- Assignments are indicated within the course contents and are mandatory. All assignments must be submitted by the due date listed within the course (usually Friday nights at 11:59 p.m. CST) or a grade of zero will be given for the uncompleted and/or late assignments.
- **Late assignments will be docked 10% per day late.** I do understand that sometimes emergencies do occur. In this case, arrangements can be made with the instructor for a new due date, but ONLY if arrangements are made before the original due date.
- All exams are timed. When time has expired, the exam will shut off and be automatically submitted. Students should properly prepare for each exam and allow plenty of time to complete and submit the exam prior to the due date (generally 11:59 p.m. Friday night). Anything received after 11:59 p.m. the night of the due date will be considered late submission, and a grade of zero will be awarded. No exceptions. Students are not allowed to "preview" an exam.
- The student may not use the textbook, notes, or other resources when taking tests, this includes receiving assistance from other students, family, friends or acquaintances. This is considered cheating and will be handled according to the *Academic Integrity* policy.
- All students are expected to complete an evaluation (survey) at the end of the course.

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.

AI Student Policy:
Unless otherwise indicated in the course syllabus, or in individual instructions for course assignments, or in the absence of the express consent of the course instructor, students are not allowed to utilize generative AI to help produce any of their academic work. Any violation of this policy will be considered an act of academic dishonesty as outlined within the Dakota College Code of Student Life.

RESPONSIBILITIES

Students	• Responsible to follow the syllabus and assignment instructions regarding use of generative AI for all academic work. • Obtain permission of the instructor prior to the use of generative AI that is outside of the syllabus or assignment instructions. Provide appropriate rationale for how the use of generative AI will enhance the learning experience for the assignment. • In instances where generative AI is permissible, appropriately cite the generative AI program used and indicate where in the assignment it was used, in a brief submission statement.
Faculty	• Determine if the use of generative AI could enhance student learning in any assignment of project. • Clearly indicate in all course syllabi if generative AI is allowable for any academic work. • If allowable, give specific parameters for how and when generative AI may be used. • If a violation of generative AI for the individual course/syllabus is suspected, discuss the concern with the student. If violation is still suspected, inform the appropriate semester coordinator/program director.