

WK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	Review Calendar, Syllabi, History and E-library Projects History Reports	Chapter 1 & 3 History of Medicine Read p. 3-17 Read p. 36-49	Chapter 1 & 3 History of Medicine	Chapter 1 & 3 History of Medicine	Chapter 1 & 3 History/Specialties of Medicine CMAA/CCBMA lecture
2	Chapter 1 & 3 History/Specialties of Medicine and Quiz Review	QUIZ 1 HW DUE: Workbook Chapters 1 and 3 Pages 3-13 Pages 31-39	History Project Presentations	Cont Presentations and Chapter 8 Medical Ethics Read p.120-136	Chapter 8 Medical Ethics
3	Chapter 8 Medical Ethics	Chapter 8 Medical Ethics	Chapter 8 Medical Ethics and Quiz Review	QUIZ 2 Ethics HW DUE: Workbook Chapter 8 Pages 89-95	Chapter 7 Medical Law Read p.93-119
4	Chapter 7 Medical Law	Chapter 7 Medical Law	Chapter 7 Medical Law	Chapter 7 Medical Law and Quiz Review	QUIZ 3 Law HW DUE: Workbook Chapter 7 Pages 77-83
5	Chapter 4 Patient Communication Barriers Read p. 51-70	Chapter 4 Continued Class activities Law/Ethics article due	Final Exam Review HW DUE: Workbook Chapter 4 Pages 43-50	FINAL EXAM	LATE TESTING

Calendar is subject to change at instructor's discretion. Late testing must be coordinated with your instructor.

This is an approximate schedule and is subject to change at the instructor's discretion. The student is responsible for any missed information and handouts due to absences. Homework includes familiarizing yourself to the Calendar and Syllabus, textbook and study guide reading assignments, flashcards, diagrams, E-library searches and internet site videos, all when appropriate to augment learning. Expect homework study time to vary, but it will be at least 2.5 hours per week, per 2.5 unit class.

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EVENING CALENDAR

Day	6 - 8	8 - 10
1	Course Intro Begin Chapter 1 & 3 Medicine & Medical Assisting Read p. 3-17 Read p. 36-49 History Report and E-Library	Chapter 1 & 3 (cont) History of Medicine and Specialties
2	Continue Chapter 1 & 3 CMAA and CCBMA Lecture Lab time for History Reports	History Report Presentations Chapter 1 & 3 Quiz Review Review answers for Historical Figures and Specialties Handouts
3	CHAPTER 1 & 3 QUIZ HW DUE: Workbook Ch 1 and 3 Pages 3-13 Pages 31-39 Begin Chapter 8 Medical Ethics Read p.120-136	Continue Ch 8 Medical Ethics Ethics Quiz Review
4	ETHICS QUIZ 2 HW DUE: Workbook Chapter 8 Pages 89-95 Chapter 7 Medical Law Read p.93-119	Continue Medical Law Lecture Law Quiz Review Review answers for Law Handout
5	LAW QUIZ 3 HW DUE: Workbook Chapter 7 Pages 77-83 E-Library Assignment	Chapter 4 Communication Skills Read p. 51-70 Class Activity
6	FINAL REVIEW HW DUE: Workbook Chapter 4 Pages 43-50	FINAL TEST

Evening Schedule

Day	Day 1	Day 2
1	Course Intro Chapter 1 & 3 Medicine & Medical Assisting Read p. 3-17 Read p. 36-49 History Report and E-Library Historical Figure Lecture Specialties Lecture Review for Quiz 1 - Historical Figures and Specialties	Quiz 1 - Chapter 1 & 3 HW DUE: Workbook Ch 1 and 3 Pages 3-13 Pages 31-39 Chapter 8 Lecture Medical Ethics Read p.120-136 Review for Quiz 2 - Ethics
2	Quiz 2 - Chapter 8-Ethics HW DUE: Workbook Chapter 8 Pages 89-95 Medical Law Chapter 7 Read p.93-119 Medical Law Lecture	Continue Ch 7 Medical Law Lecture Review for Quiz 3 - Law E-Library Assignment = Law Article
3	Quiz 3 - Chapter 7-Law HW DUE: Workbook Chapter 7 Pages 77-83 Chapter 4 Communication Skills Lecture and Class Activity Read p. 51-70 Review for Final	FINAL HW DUE: Workbook Chapter 4 Pages 43-50

Calendar is subject to change at instructor's discretion. You are responsible for any missed assignments or handouts. Late projects or quizzes are subject to a 10% grade reduction. Any student not in uniform is subject to a deduction from the final grade for each offense.

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CLASS NUMBER AND NAME:	MD250 MEDICAL OFFICE PROCEDURES I
TOTAL HOURS/UNITS:	25 HOURS—2.5 UNITS
PREREQUISITES:	NONE
TEXTS AND MATERIALS:	LWW's Comprehensive Medical Assisting, (Text and Study Guide), Fourth Edition, Kronenberger, Durham, and Woodson, 2010
CLASS DESCRIPTION:	This class introduces the student to medical office interactions, human relations, and a brief history of medicine. Medical specialties and the different types of practices are reviewed. Laws and ethics pertaining to health care professionals will be the focus of this class.
CLASS OBJECTIVES:	<p>To identify main medical specialties and their focus.</p> <p>To view the role of medical assisting.</p> <p>To introduce the history of medicine.</p> <p>To recognize the importance of confidentiality and other legal responsibilities.</p> <p>To explain ethics in the work place as well as medical treatment issues.</p>
CLASS FORMAT OVERVIEW:	The class is conducted in lecture, question and answer discussion method. Actual legal and ethical cases will be introduced as examples of confidentiality, medical liability, and unethical conduct. Reading the text will be required prior to chapter lectures and workbook pages will be used in conjunction with in-class handouts.
METHODS OF INSTRUCTION:	Each topic is discussed thoroughly. Tapes/DVDs may be used to supplement written materials. As lecture and student participation are used as the principal means of instruction, it will be expected that all students will be present every day to take part in class.
CLASS ATTENDANCE:	It is expected that each student will be in class <u>when class begins</u> . Should the student come in later than <u>five minutes</u>

after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present – the instructor’s decision will be final.

It will be the student’s responsibility to learn of any assignments given in class when absent.

80% attendance is mandatory;
90% or above is mandatory for those who are in a full program and qualify for the externship.

TESTING:

Quizzes are given after grouped chapters and a final exam is given.

The student must satisfactorily complete all tests, exercises, and homework with a passing grade of 60% or better in order to pass the course.

The student must complete workbook pages (pass/fail).

There are no retakes of any tests in medical.

LATE TESTING:

A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS. If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a “B”).

GRADING POLICIES:

Written tests are given periodically and there is a final examination. The final grade is computed on:
Completion of the quizzes, tests, homework assignments, medical history report, and Elibrary assignment.
Mandatory workbook assignments completed. (Pass/Fail).
Mandatory completion of homework assignments (Pass/Fail)

Students out of uniform will be subject to the uniform contact grading policy.

Tests on cumulative points

90-100%	A
80-89%	B
70-79%	C
60-69%	D
BELOW 60%	F

IF STUDENT FAILS TO TAKE A TEST DURING THE MODULE, THE CLASS GRADE **WILL BE LOWERED BY ONE LETTER GRADE.**

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will be able to:

1. Identify the main types of medical specialties and their focus to 70% accuracy of the instructor.
2. Be familiar with the history of medicine. Research and write a medical history report.
3. Explain the laws concerning contracts, negligence, malpractice, consent, and confidentiality to 70% accuracy of the instructor.
4. Explain ethics as it applies to the workplace, as well as ethics regarding medical treatment issues.
5. Achieve 60% or above on an accumulative final consisting of at least 35 objective questions regarding information presented in this class.