

**Master Syllabus**

**COURSE:** MAST 1135 MEDICAL ASSISTING II

**CRN:**

**CREDIT HOURS (Lecture/Lab/Total):** 0/4/4

**CONTACT HOUR (Lecture/Lab/Total):** 0/120/120

**INSTRUCTOR INFORMATION**

**Name:**

**Email:**

**Phone:**

**Office:**

**Office Hours:**

**Class Location:**

**COURSE DESCRIPTION:** This course will review methods to obtain and document assessment data obtained from the patient/client. Techniques needed to assist with the basic physical examination, special medical exams and procedures, minor surgical procedures, and the administration of selected medications will be identified. Practical application in selected clinical sites may be a part of this course. This course will also include discussion of the types of health insurance, insurance claims procedures and instruction in the application of the current version of the International Classification of Diseases, 2001, Revision, Clinical Modification (ICD-9-CM and ICD-10-CM) Classification System and Current Procedural Terminology (CPT). Students may participate in selected clinical sites as part of this course, if available.

**PREREQUISITES:** MAST 1125

## LEARNING OUTCOMES:

Upon completion of this with a minimum of 70% accuracy, the student will

1. Describe the procedures used for preparation of the patient for the following physical examinations in a medical specialty office: allergy, dermatology, cardiovascular, endocrinology, gastrointestinal, lymphatic, musculoskeletal, nervous system, pediatrics, ENT and geriatric.
2. Define the different types of examinations.
3. Identify the equipment used in a physical examination and their functions.
4. Identify the different laboratory and diagnostic tests that may be a part of a complete physical examination.
5. Prepare the examination room for the complete physical examination.
6. Prepare the patient for a complete physical examination including positioning, draping, and explanations.
7. Demonstrate how to assist the physician as needed during patient physical examination according to the examination being performed.
8. Identify the different surgical instruments and supplies needed for ambulatory surgical procedures.
9. Utilize therapeutic communications techniques to provide patient education.
10. Prepare the patient and assist the physician with minor surgical procedures.
11. Demonstrate how to properly care for the patient after the examination and/or procedure is completed
12. Prepare the patient for discharge and provide discharge instructions
13. Document discharge and patient education instructions as directed by physician.
14. Identify medical emergencies that may arise in an office setting.
15. Demonstrate interventions that must be done in the event of a medical emergency in an office setting.
16. Demonstrate competence in performance of technical skills in classroom and lab settings.
17. Identify the differences in benefits and billing requirements in the types of health insurance plans available including group plans, individual, private, and government-sponsored policies.
18. List the purposes and types of health insurance plans available, giving examples of each.
19. Describe the importance of correlating accurate diagnostic (ICD-9-CM and/or ICD-10-CM) and procedural coding (CPT) in processing insurance claim forms to receive prompt payment of benefits.
20. Describe in detail the procedure for completing HCFA-1500 standard insurance claim forms with accuracy, legibility, and confidentiality.
21. Identify benefits/procedures and answer patient/client questions concerning insurance claims/benefits as a component of patient education.
22. Identify rules for assignment of CPT codes to disease, injuries, and procedures.
23. Complete the Universal Health Insurance claims form (HCFA-1500).
24. Demonstrate how to submit Medicare claims electronically.
25. Identify rules for assignment of ICD-9-CM and/or ICD-10-CM codes to disease, injuries, and procedures.
26. Demonstrate proficiency in assigning ICD-9-CM and/or ICD-10-CM and CPT codes to disease, injuries, and procedures.
27. Complete the assigned exercises and Review Exercises for ICD-9-CM and/or ICD-10-CM and CPT codes.

**ASSESSMENT MEASURES:** Student assessments will be based upon tests, quizzes, classroom activities, lab activities, projects, homework

## TEXTBOOK/S:

Beaman, Routh, Papazian-Boyce, Sesser, Maly, & Mills. *Pearson's Comprehensive Medical Assisting* 4th edition

ISBN 9780133563979

*Pearson's Comprehensive Medical Assisting* 4th edition workbook

ISBN 978-0133563986

**SUPPLIES AND EQUIPMENT:**

**ATTENDANCE POLICY:** It is the student’s responsibility to maintain regular contact with instructors. Class attendance is the responsibility of the student. All students must be officially enrolled in any course that they attend. It is expected that students attend all classes and be on time. If an absence occurs, it is the responsibility of the student for making up examinations, obtaining lecture notes, and otherwise compensating for what may have been missed. Students who stop attending class and do not officially drop, withdraw, or resign from the college may receive a grade of “F” for all coursework missed. Absences affect performance in this course and do not reflect well on participation. No student may substitute the attendance of another student. **Online students must be actively participating in online courses to be considered making progress.** **Hybrid students must attend face-to-face meetings as well as complete online assignments.**

Students should frequently check Canvas (Learning Management System) for notifications and updates to the course. Students are expected to use the online resources provided by NTCC to:

1. Track course assignments and progress

2. Discuss topics and issues with fellow students

3. Turn in assignments, quizzes, and tests

4. Check for any updates, changes or alterations to the course

5. Access all course materials to include presentations, assignments, quizzes, and tests.

**GRADING REQUIREMENTS:** Students must complete this class with a 70% or better competency to obtain credit for this class.

**Grading Scale:**

90-100 A

80-89 B

70-79 C

60-69 D

59-Below F

**ACADEMIC INTEGRITY AND CONDUCT:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Plagiarism, cheating, and other forms of academic dishonesty are prohibited and are subject to disciplinary actions established in the Student Code of Conduct. The instructor reserves the right to assign a grade of “F” on any type of assignment or examination based on evidence that the student has violated the Student Code of Conduct.

**STUDENT BEHAVIOR/CLASSROOM DECORUM:** Students are encouraged to discuss, inquire, and express their thoughts and views during class. Classroom behavior that interferes with either the instructor’s ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students are required to turn off all cell phones or similar electronic devices (or place them on silent mode) before coming into the classroom. The instructor reserves the right to assign no credit for work on that day if a student talks or texts on a cell phone or similar electronic device. The classroom is not a place for children, and students are not to bring their family members into the classroom.

**DISABILITY CODE:** If you are a qualified student with a disability seeking accommodations under the Americans with Disabilities Act, you are required to self-identify with the Student Affairs. No accommodations are granted without documentation authorized from Student Affairs.

**WITHDRAWAL POLICY:** The last day to withdraw from a course or resign from the college is **\_\_\_\_\_\_\_\_\_\_\_\_\_**. If you intend to withdraw from the course or resign from the college, you must initiate the action by logging into LoLA. The instructor will not withdraw you automatically.

**COMMUNICATION POLICY:** My.NorthshoreCollege.Edu is the official student email communication within Northshore Technical Community College. Therefore, the College has the right to send communications to students via their College email address and the right to expect that those communications will be received and read in a timely fashion. Every student is assigned a My.NorthshoreCollege.Edu. Students can redirect their College email address to an outside email provider. However, the College is not responsible for handling outside email providers, and redirecting their College email address does not absolve a student from their responsibilities associated with communication sent to their official College email address.

**COPYRIGHT POLICY:** Unless a student has obtained permission from the copyright holder, it is a violation of Copyright Law to print or photocopy chapters from a textbook that the student did not purchase. If the course requires the use of an electronic textbook, a student must look for a statement that allows for photocopying and/or printing of the eTextbook.

**NETIQUETTE POLICY:** This term is used to describe accepted, proper behavior on the Internet. Remember the following when communicating online (messages, discussion board, etc.):

* Never post profanity, racist, or sexist messages
* Be respectful of fellow students and instructors
* Never insult any person or their message content
* Never plagiarize or publish intellectual property
* Do not use text messaging abbreviations or slang
* Do not type in all CAPS (this is considered online yelling)