

Medical Assistant Model Curriculum



**Chancellor's Office
California Community Colleges**

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California Community Colleges Medical Assistant Model Curriculum

Introduction

Purpose of a Model Curriculum: The purpose of a model curriculum is to provide a curriculum that can be used in its entirety or adapted as needed by faculty for instruction. Model curriculum is beneficial to those starting new programs, involved in program improvement, or program review. Model curriculum is available to anyone in the State of California that will be implementing the content of that specific model curriculum.

Description: The Medical Assistant Model Curriculum was revised in order to prepare the Medical Assistant to fulfill the traditional, as well as the emerging and enhanced roles of the position as related to the Patient Protection and Affordable Care Act (PPACA). A DACUM Job Analysis was performed by a panel of experts from a variety of practice settings. Based upon the DACUM, the curriculum was revised by experts in the field. There are four components to the curriculum: Core, Administrative, Clinical, and Emerging/Enhanced Roles. The fourth component was added to focus on topics especially important to Medical Assistants who will be working in organizations seeking designation as Patient Centered Medical Homes (PCMH).

Purpose of the Medical Assistant Model Curriculum Revision: The intent of this curriculum is to prepare the Medical Assistant for an entry-level position in a variety of practice settings. The curriculum provides a standardized framework for educators to prepare the learner to become an effective multi-skilled member of the health team.

Goals of this model curriculum include:

1. Comply with regulations established by the State of California.
2. Achieve entry level competencies, which satisfy industry needs.
3. Promote lifelong learning skills.
4. Be a tool that stimulates or enhances teaching strategies.

The curriculum is appropriate preparation for any of the 3 certification examinations available in California. Permission is granted to educational institutions to copy this document for use in the classroom.

History: Health Care Reform has brought about many changes in the delivery of health care, including the emphasis on ambulatory care, increased technology, increased knowledge of health and illness, health care funding, and the aging population. All of these factors have been influential in the expansion of the Medical Assistant role in health care. The Medical Assistant is expected to possess greater skills and flexibility of roles. In some areas there is a specialization of roles, such as the Medical Billing Specialist, Medical Records Technician, and administrative or clinical roles. However, in the job analysis using the DACUM process, it was found that a wide range of skills and a broad understanding of ambulatory medical care are required to function effectively. The curriculum content was selected and developed based upon the list of duties defined by the job analysis.

Student Learning Outcomes

Core Medical Assistant Student Learning Outcomes

Upon completion of the core component of the curriculum, the medical assisting student should be able to:

1. Develop a broad perspective of the past history and current issues affecting the practice of medicine.
2. Discuss the various occupations in the healthcare field.
3. Understand the role of the medical assistant.
4. Understand the impact of law and ethics on the practice of medical assisting.
5. Identify and develop professional communication and service excellence
6. Recognize and develop cultural competence in the healthcare field.
7. Recognize the basic skills required for the student learner, to include basic math and language skills.
8. Develop effective study skills
9. Utilize critical thinking skills
10. Correctly use the language of medicine.
11. Understand basic human anatomy and physiology as it relates to each body system.
12. Describe the Occupational Safety and Health Administration and its functions.
13. Demonstrate the proper handling and disposal of hazardous and biohazard waste.
14. Utilize proper body mechanics when lifting.
15. Understand the required preparation for fire and disaster preparedness.
16. Demonstrate how to screen patient calls or walk-in patients.
17. Develop knowledge of appointment scheduling.
18. Operate all types of computer hardware and software.
19. Demonstrate the use of word processing and spreadsheet applications.
20. Navigate the Internet.
21. Correctly evaluate cardiac arrest and/or obstructed airway, and safely perform CPR.
22. Provide care for patients with medical office emergencies.
23. Develop skills required to obtain and maintain employment.
24. Demonstrate knowledge of performance improvement.
25. Utilize the Electronic Health Record, specifically document the patient encounter to include data requirements for Meaningful Use Stage 1 and 2.

Administrative Medical Assistant Student Learning Outcomes

Upon completion of the administrative component of the curriculum, the medical assisting student should be able to:

1. Understand the Role of the Administrative Medical Assistant.
2. Create, organize and maintain paper and electronic health records.
3. Process mail and correspondence.
4. Perform medical transcription, editing, and auditing.
5. Identify criteria of establishing professional fees and customer credit, and identify the laws and regulations that affect follow-up and collection procedures.
6. Perform bookkeeping, accounting, and payroll operations in a medical practice or facility.
7. Perform banking procedures.
8. Distinguish types of insurance and insurance claims used in the medical office setting.

9. Engage in marketing and community service.
10. Utilize practice management software.
11. Participate in facility management.

Clinical Medical Assistant Student Learning Outcomes

Upon completion of the clinical component of the curriculum, the medical assisting student should be able to:

1. Follow the principles of infection control and to protect the client and self from risk of infection.
2. Interview a patient and correctly complete appropriate sections of medical history forms.
3. Complete requirements for assisting with patient screening and intake.
4. Understand the anatomy and physiology, normal parameters, and theoretical and procedural requirements when obtaining taking vital signs and measuring height and weight.
5. Demonstrate the procedural requirements for assisting with the physical examination.
6. Assist the physician during minor office surgery, to include electrosurgical and laser surgery.
7. Provide minor wound and post-operative wound care.
8. Perform vision and audiometry screening.
9. Perform spirometry testing.
10. Perform an electrocardiogram.
11. Assist the physician with orthopedic procedures.
12. Assist with colon procedures.
13. Properly assist and instruct the patient with cold and heat therapy.
14. Carry out his/her role and responsibilities to safely prepare and administer medications in the ambulatory care setting.
15. Describe the purpose of the physician office laboratory, and employ the necessary procedures to identify the equipment used to perform CLIA waived tests.
16. Process and perform testing on blood and body fluids in the physician's office laboratory setting.
17. Properly collect, process and perform testing of urine specimens.
18. Properly collect and process microbiology specimens.
19. Assess and educate patients on nutritional diets.
20. Provide patient support and education related to a therapeutic diet.
21. Instruct and assist a patient in creating pathways that will enable them to participate positively in their healthcare.

Medical Assisting Emerging and Enhanced Roles Student Learning Outcomes

Upon completion of the emerging and enhanced roles component of the curriculum, the medical assisting student should be able to:

1. Understand the role of a patient advocate.
2. Identify strategies for advancement and professional development.
3. Understand the duties and responsibilities of a medical scribe.

Organization of the Content

In order to meet differing educational settings and curriculum needs, the Medical Assistant curriculum content is divided into four components: Core, Administrative, Clinical, and Emerging/Enhanced Roles. Each component is packaged individually and divided into modules. Each module is organized into topics. Suggested time frames have been allocated to each module. Instructors may modify the content to meet their needs. It is recommended that a minimum of 400 hours be provided to prepare a versatile Medical Assistant, including classroom learning activities and practice situations in simulation labs. Additional hours will be needed for the externship experience, which provides the student with the necessary skills for practice. Hours assigned for the externship should be determined by each program based upon clinical facility availability and content needs.

Component I: Core		
Module A	Introduction to Medical Assisting [8]	16 hours
Module B	Terminology, Anatomy & Physiology [12]	40 hours
Module C	Safety [5]	8 hours
Module D	Screening and Appointments [2]	3 hours
Module E	Computers [4]	20 hours
Module F	Office Emergencies & CPR [2]	14 hours
Module G	Job Search [1]	6 hours
Module H	Introduction to Health Insurance [1]	6 hours
Module I	Performance Improvement [1]	2 hours
Module J	Electronic Health Records [3]	10 hours
	TOTAL	125 hours
Component II: Administrative		
Module A	Medical Office Receptionist [6]	29 hours
Module B	Medical Office Records [3]	18 hours
Module C	Medical Office Finances [3]	18 hours
Module D	Medical Office Insurance Billing [1]	45 hours
Module E	Medical Office Management [2]	10 hours
		120 hours
Component III: Clinical		
Module A	Exam Room Procedures [8]	40 hours
Module B	Specialty Procedures [10]	26 hours
Module C	Pharmacology [3]	24 hours
Module D	Minor Office Surgery [3]	14 hours
Module E	Laboratory Procedures [4]	32 hours
Module F	Nutrition [2]	2 hours
Module G	Patient Education [1]	2 hours
		140 hours
Component IV: Emerging/Enhanced Roles		
Module A	Emerging/Enhanced Roles [3]	15 hours
		15 hours

Information on Previous Editions

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