

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: MAST 160 Department: Medical Assistant

Course Title: Medical Ass't Techniques 1 Semester: Spring Year: 1997

Objectives/Competencies

Course Objective	Competencies
<p>Medical Asepsis</p> <ol style="list-style-type: none">1. Define medical asepsis.2. Define vocabulary related to medical asepsis.3. Define a microorganism and give examples of types of organisms.4. Explain the difference between pathogen and non-pathogen.5. List body's defense mechanisms used to prevent transmission of disease.6. List the 6 basic requirements needed for growth and multiplication of microorganisms.7. Outline the infection process cycle.8. Identify 10 medical aseptic practices that should be followed in the medical office.9. Explain how proper handwashing helps to prevent the transmission of microorganisms and controls infection.10. Explain the principles underlying each step in the	<p>Medical Asepsis</p> <ol style="list-style-type: none">1. Demonstrate how to wash hands, wrists, forearms, explaining the reasons for action taken.2. Demonstrate donning and removal of gown, mask and gloves.

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<p>handwashing process.</p> <ol style="list-style-type: none"> 11. Define communicable disease. 12. Explain how HIV, Hepatitis B, and Tuberculosis are transmitted. 13. List the symptoms of each of the following: HIV, Hepatitis B, and Tuberculosis. 14. Explain 4 types of isolation and explain the reason for each. 15. Explain Standard Precautions and OSHA Standards. <p>Vital Signs</p> <ol style="list-style-type: none"> 1. State the purpose for measuring the vital signs. 2. Explain the physiology pertaining to each of the vital signs. 3. State adult and pediatric normal values and their ranges for each vital sign measurement. 4. List the variables affecting each of the vital signs, and describe how each of these measurements is influenced by these variables. 5. List and describe the 4 characteristics of pulse and respiration. 6. List 7 pulse points. 7. State the importance of obtaining and recording height and weight. 8. Use temperature conversion charts accurately. 	<p>Vital Signs</p> <ol style="list-style-type: none"> 1. Measure and record oral, rectal, tympanic and axillary Fahrenheit temperatures of adults and children using a variety of thermometers. 2. Convert Fahrenheit measurements to the Celsius scale and Fahrenheit Celsius. 3. Measure, assess, and record radial and apical pulses and respirations. 4. Locate the following pulse points: carotid, brachial, temporal, popliteal, dorsalis pedis. 5. Measure, assess, and record blood pressure measurements for the patient in the lying, sitting, and standing positions. 6. Measure and record height and weight. 7. Demonstrate correct procedures for care of equipment: clean glass thermometer, clean stethoscope.

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<p>9. Describe how to properly apply infection control procedures to the care equipment used in obtaining temperature, blood pressure, and height and weight.</p> <p>Patient History and Physical Assessment</p> <ol style="list-style-type: none"> List 5 major components of patient history and describe the information recorded in each section. Identify source oriented and problem oriented medical records. Identify guidelines for effective documentation. Describe the characteristics of ineffective documentation. Discuss the legal implications of the patient history and interviewing process. List 4 reasons why information obtained from medical history is valuable. <p>General Physical Exam</p> <ol style="list-style-type: none"> List the purpose of and procedure for the general physical examination. Describe how to prepare the examination room. List and describe 6 methods of physical exam. List essential part of physical exam. Tell the difference between information from review systems and information obtained during the physical exam. 	<p>Patient History and Physical Assessment</p> <ol style="list-style-type: none"> Apply interview techniques for collecting data for each section of the history, initial database, and SOAP notes. Apply guidelines for effective documentation using source-oriented and problem oriented methods. Complete a patient history. <p>General Physical Exam</p> <ol style="list-style-type: none"> Select, identify and prepare equipment needed for a complete physical exam. Prepare room for physical examination. Demonstrate correct assisting techniques during physical exam. Assist patient before, during, and after exam. Record the procedures and results of physical exam. Demonstrate care and cleaning of equipment used in physical examination.

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<p>6. State your responsibilities when assisting with the physical.</p> <p>7. Identify and state functions of all instruments used in physical exam.</p> <p>Gowning, Positioning and Draping</p> <ol style="list-style-type: none"> 1. Explain the proper procedure for gowning the patient, and demonstrate the specific techniques. 2. Describe the appropriate use of partial and full examination gowns. 3. List the basic examination positions and explain when each is used. 4. Explain the proper care and disposal of reusable and disposable gowns and linens. 5. State two purposes for positioning of patient and three purposes for draping for physical exam. <p>Special Physical Exam - Part I</p> <ol style="list-style-type: none"> 1. Identify body's symptomatic reaction to disease in each system discussed. 2. List and define diagnostic studies related to the systems and individual body parts discussed. 3. List common diseases related to each system discussed. 4. Describe the process of specific physical examinations. 5. State medical assistant's role in preparation of the room 	<p>Gowning, Positioning and Draping</p> <ol style="list-style-type: none"> 1. Position and drape patient in various positions: knee-chest, lithotomy, trendelenburg, dorsal recumbent, prone, supine, Fowler's. <p>Special Physical Exam - Part I</p> <ol style="list-style-type: none"> 1. Measure patient's visual acuity with Snellen chart. 2. Assess patient's color vision. 3. Perform an ear irrigation on manikin. 4. Instruct patient in cast care. 5. Instruct patient in how to apply an ice bag. 6. Instruct patient in use of hot water bottle. 7. Instruct patient in use of a heating pad. 8. Instruct patient in use of warm soaks. 9. Instruct patient in use of warm compresses. 10. Instruct patient regarding home cast care.

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<p>and patient for examinations, treatments, and procedures.</p> <p>6. Provide instruction to the patient for office experiences and follow-up care.</p> <p>7. Explain and discuss the principles of specific clinical procedures.</p> <p>Special Physical Exam - Part II</p> <ol style="list-style-type: none"> 1. Know purposes of these special exams: <ol style="list-style-type: none"> a. gynecological b. breast self exam c. pediatric d. procto-sigmoidoscopy e. fecal occult blood 2. List the parts of the pelvic exam. 3. Explain the purpose of performing: <ol style="list-style-type: none"> a. breast exam b. inspection of external genitalia c. vagina d. cervix e. pap test f. bimanual pelvic exam g. rectal/vaginal exam 4. List and explain 5 classifications for the results of the pap smear test. 5. Explain purpose of occult blood test. 6. Describe the preparation for occult blood test. 	<p>Special Physical Exam - Part II</p> <ol style="list-style-type: none"> 1. Instruct patient in preparation and procedure for fecal occult blood specimens. 2. Develop occult blood slide. 3. Prepare patient and assist physician with proctoscopy and sigmoidoscopy. 4. Demonstrate instruction of patient in procedure for self breast exam. 5. Prepare patient for a GYN exam. 6. Demonstrate how to assist with a GYN exam. 7. Demonstrate 3 positions in which to carry an infant. 8. Demonstrate technique for weight, height, and head circumference of an infant. 9. Plot growth values for infant. 10. Demonstrate care and cleaning of equipment. <p>Sterilization and Disinfection</p>

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<p>7. Describe patient preparation for colon procedures.</p> <p>8. Describe spirometry.</p> <p>Sterilization and Disinfection</p> <ol style="list-style-type: none"> 1. Differentiate among sanitation, disinfection and sterilization. <ol style="list-style-type: none"> a. describe procedures used by the above 3 method when working with contaminated instruments, syringes, needles, rubber goods, and other equipment and supplies. 2. List and describe 4 methods used for sterilization equipment and 2 methods for disinfecting equipment. 3. Describe how items are to be wrapped, positioned, and removed from an sterilizer to be effective. 4. State recommended exposure time for sterilization and disinfecting equipment and supplies. 5. Name 3 types of indicators and the reason for their use. 6. Tell how, where, and length of time sterile supplies should be stored. 7. Define vocabulary. 8. State purpose of sanitation. 9. State effectiveness of boiling as a means of sterilization. 10. State qualities of good wrapping material. 11. Differentiate between medical and surgical asepsis. 12. Explain incomplete sterilization. <ol style="list-style-type: none"> a. Name 5 ways it can occur. 	<ol style="list-style-type: none"> 1. Demonstrate how to sanitize, disinfect and sterilize various items that are contaminated. 2. Demonstrate wrapping articles for sterilization. 3. Demonstrate operation of autoclave. 4. Demonstrate unwrapping sterile article. 5. Demonstrate chemical sterilization. <p>Medical Manager</p>

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<p>13. List types of articles best disinfected with chemicals and explain guidelines for use.</p> <p>Medical Manager</p> <ol style="list-style-type: none"> 1. Describe the flow of information in the medical office. 2. Explain why the appointment schedule is important. 3. Name the items of information required for entry of an appointment. 4. Define the term “overbooking.” 5. Discuss the function of a superbill. 6. Describe 3 methods of collecting insurance payments. 7. Discuss 8 types of health insurance coverage. 8. Name and describe 3 types of health insurance plans. 9. Discuss the role of computers in today’s medical office. 10. Describe the purpose of medical manager. 11. Discuss the importance of inputting data correctly. 12. Describe the relationship of the guarantor and patient. 13. Explain the relevance of extended information. 	<ol style="list-style-type: none"> 1. Start the Medical Manager. 2. Input and process data required for the support files. 3. Print reports from the support files. 4. Describe back-up of the daily data file. 5. Describe the purpose and value of a variety of software functions. 6. Enter patient account information. 7. Enter data into supplemental screens. 8. Retrieve patient accounts. 9. Post procedure codes and diagnosis codes under varying circumstances. 10. Name three components of the daily report and discuss their purpose. 11. Explain the process of posting accounts. 12. Describe the HELP function. 13. Modify or correct account.