

SPRINGFIELD TECHNICAL COMMUNITY COLLEGE

ACADEMIC AFFAIRS

Course Number: MAST 260 Department: Medical Assistant

Course Title: Medical Assistant Techniques Semester: Spring Year: 1999

Objectives/Competencies

Course Objective	Competencies
1. Student will become familiar with terminology, principles, theory and skills related to minor office surgery.	<ol style="list-style-type: none">1. Identify four types of procedures that require the use of surgical asepsis.2. Describe the medical assistant's responsibilities during a minor surgical procedure.3. List five guidelines that should be observed during a sterile procedure in order to maintain surgical asepsis.4. Identify and explain the use and care of instruments commonly used for minor office surgery.5. Explain the difference between a closed and open wound, and give an example of one type of closed wound and four types of open wounds.6. List and explain the three phases involved in the healing process.7. List two functions of a dressing.8. Explain the method used to measure the diameter of suturing material.9. Describe the two different types of sutures (absorbable and non-absorbable), and give examples of uses of each.

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<p>2. Students will become familiar with terminology, theory, principles and skills related to electrocardiography.</p>	<ol style="list-style-type: none"> 10. Categorize suturing needles according to their type of point and their shape. 11. Explain the purpose of and procedure for each of the following minor surgical operations: sebaceous cyst removal, incision and drainage of a localized infection, needle biopsy, ingrown toenail removal, cryosurgery, laser surgery and cautery. 12. State three functions of a bandage, and list four guidelines that should be observed when applying a bandage. 13. Identify the common types of bandages utilized in the medical office. 14. Set up a sterile field with correct equipment in a manner which prevents contamination. 15. Identify by name, instruments and supplies used in minor surgery. 16. Maintain surgical asepsis at all times when performing sterile technique. 17. Prepare the patient physically and emotionally for minor surgery. 18. Use sterile gloves in a manner which prevents contamination. 19. Apply a dry sterile dressing. 20. Remove sutures. 21. Perform a pre-operative skin preparation. 1. Trace the path the blood takes through the heart, starting with the right atrium.

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	<ol style="list-style-type: none"> 2. Explain the conduction system of the heart. 3. State the purpose of electrocardiography. 4. Identify the following components of an ECG and state what each represents: P wave, QRS complex, T wave, P-R interval, Q-T interval, P-R segment, and the baseline following the T (or U) wave. 5. State the purpose of standardizing the electrocardiograph. 6. State the function of the electrodes, electrolyte, amplifier, and galvanometer. 7. List the 12 ECG leads that are recorded and diagram the "picture" of the heart that each lead is taking. 8. Describe the function served by each of the following electrocardiographic capabilities: single-channel recorder, automatic capability, phone transmission, interpretive electrocardiography, and the copy feature. 9. Identify the following types of artifacts and state what may cause each to occur: muscle, wandering baseline, alternating current, and interrupted baseline. 10. Explain the purpose of Holter monitor electrocardiography. 11. List three reasons for applying a Holder monitor. 12. Explain the use of the patient diary in Holter monitor electrocardiography. 13. Identify the following cardiac arrhythmias and explain what causes each to occur: atrial premature contraction, 14. paroxysmal atrial tachycardia, atrial flutter, atrial fibrillation, premature ventricular contraction, ventricular

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<p>3. Students will become familiar with terminology, principles, theory and skills related to emergency medicine.</p>	<p>tachycardia, ventricular flutter, and ventricular fibrillation.</p> <p>15. Demonstrate proficiency in communicating proper preparation of the patient for electrocardiography and in preparing the room and equipment.</p> <p>16. Locate and mark the six positions used to record the chest leads.</p> <p>17. Demonstrate the proper procedure for recording the electrocardiogram, mounting the finished product and caring for the equipment after use.</p> <p>18. Calculate heart rate using an ECG tracing.</p> <p>19. Apply a Holter monitor.</p> <ol style="list-style-type: none"> 1. Explain the function of the office crash cart. 2. Explain the purpose of the emergency medical services (EMS) system. 3. List the guidelines to follow when calling the emergency medical services. 4. Identify the supplies that should be included in a first aid kit. 5. Explain the purpose and identify the components of the primary assessment. 6. List the guidelines that should be followed when administering emergency care. 7. List examples of conditions that cause respiratory arrest and respiratory distress. 8. Identify factors that increase the likelihood of a respiratory obstruction.

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<p>4. Students will become familiar with terminology, principles, theory and skills related to medication administration.</p>	<ol style="list-style-type: none"> 9. Explain the difference between a complete and a partial airway obstruction. 10. Explain how the Heimlich maneuver helps relieve a respiratory obstruction. 11. List the examples of conditions that cause cardiac arrest. 12. Explain the purpose of cardiopulmonary resuscitation (CPR). 13. Explain the cause of each of the following types of shock: cardiogenic, neurogenic, anaphylactic, and psychogenic. 14. Identify the three classifications of external bleeding. 15. Explain the difference between an open wound and a closed wound. 16. Describe the characteristics of each of the following types of fractures: impacted, greenstick, transverse, oblique, comminuted, and spiral. 17. Demonstrate CPR and the Heimlich maneuver. 18. Demonstrate bandaging. 19. Demonstrate first aid for bleeding and shock. <ol style="list-style-type: none"> 1. Explain the difference between administering, prescribing, and dispensing medication. 2. Identify four factors that affect the action of drugs in the body. 3. List the guidelines that should be followed when preparing and administering medication. 4. State the advantages and disadvantages of using the parenteral route of administration.

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<p>5. Students will become familiar with terminology, principles, theory and skills related to rehabilitative medicine.</p>	<ol style="list-style-type: none"> 5. Explain which tissue layer of the body are used for an intradermal, a subcutaneous, and an intramuscular injection. 6. Identify the parts of a needle and syringe, explain their function, and read correctly the calibration on the syringe. 7. Describe site selection for administration of injections. 8. Explain the purpose for using the Z-track method to administer medication. 9. Explain the purpose of tuberculin skin testing. 10. Explain the significance of a positive reaction to a tuberculin skin test and list the diagnostic procedures that will be performed as a result of a positive reaction. 11. Describe safe disposal of syringes, needles and biohazard materials. 12. Aspirate medication from a vial and ampule. 13. Demonstrate administration of a subcutaneous injection using sterile water. <ol style="list-style-type: none"> 1. Give examples of moist and dry applications of heat and cold. 2. List the effects that occur from the local application of heat, and state three reasons for applying heat. 3. List the effects that occur from the local application of cold, and state three reasons for applying cold. 4. State three factors that should be taken into consideration when applying heat and cold. 5. List four factors that are taken into consideration when

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	<p>ambulatory aids are prescribed.</p> <ol style="list-style-type: none"> 6. Explain the difference between an axillary crutch and a Loftstrand crutch. 7. State three conditions that may result when axillary crutches are not fitted properly. 8. List the guidelines that should be followed by the patient to ensure safety during crutch use. 9. State the use of each of the following crutch gaits: four-point gait, two-point gait, three-point gait, swing-to-gait, and swing-through gait. 10. List and describe the three types of canes. 11. Identify the patient conditions that warrant the use of a cane and a walker. 12. Describe the importance of proper body mechanics. 13. Describe the safety precautions and techniques used when pushing a wheelchair. 14. Given a hot water bottle, bath thermometer, pitcher, and protective cover, apply a hot water bottle. 15. Given an ice bag, ice, and protective cover, apply an ice bag. 16. Given axillary crutches, instruct patient in the following: four-point, two-point, three-point, swing-to and swing-through crutch gaits. 17. Given axillary crutches and a tape measure, measure for axillary crutches. 18. Given a cane and a walker, instruct patient in use of each. 19. Given a wheelchair and stretcher, assist patient onto each

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<p>6. Students will become familiar with terminology, principles, theory and skills related to preparing a patient for radiographic procedures.</p>	<p>and transport.</p> <p>20. Given a bedridden individual, perform body mechanics while moving and turning patient side to side, while getting patient out of bed, while moving patient up in bed.</p> <ol style="list-style-type: none"> 1. Explain why it is important to prepare properly for a X-ray examination. 2. Describe how X-rays are produced. 3. Describe the following positions used for an X-ray examination: anteroposterior, posteroanterior, right and left lateral, supine, and prone. 4. Explain the function of a contrast medium. 5. Describe the purpose of a fluoroscope. 6. Explain why precautions must be taken when one is working with X-rays, and list three types of precautionary measurements. 7. Explain the purpose of each of the following types of X-ray examinations: mammography, barium meal, barium enema, cholecystography, and intravenous pyelography. 8. Explain the purpose of each of the following diagnostic imaging procedures: ultrasonography, computed tomography, and magnetic resonance imaging. 9. Describe the general use of therapeutic ultrasound. 10. List three reasons for applying a cast. 11. Identify the advantages and disadvantages of synthetic casts. 12. Describe the cast application procedure.

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<p>7. Students will become familiar with terminology, theory, principles and skills related to scheduling patient appointments using medical office software.</p>	<ol style="list-style-type: none"> 1. Schedule and cancel individual and multiple appointments. 2. Make follow-up appointments from encounter forms. 3. Print a daily list of appointments. 4. Enter hospital rounds reports. 5. Print hospital reports. 6. Use help windows to locate procedure and diagnosis codes for hospital charges. 7. Explain the procedure for scheduling appointments. 8. Discuss the purpose and importance of the daily list of appointments. 9. Explain the (J)ump command. 10. Discuss the importance of the hospital rounds reports. 11. Explain how the hospital rounds report can be used in place of an encounter form for posting purposes.
<p>8. Students will become familiar with terminology, theory, principles, and skills related to medical practice management (billing routines and posting payments).</p>	<ol style="list-style-type: none"> 1. Describe why insurance billing is important. 2. Prepare an insurance billing worksheet. 3. Print claim forms for insurance companies. 4. Post payments from patients. 5. Post payments from insurance carriers. 6. Make posting adjustments from the procedure entry screen. 7. Make posting adjustments from the payment entry screen. 8. Interpret the information on an insurance billing worksheet.

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	<p>9. Explain why an insurance billing worksheet should be prepared in advance of billing.</p> <p>10. Describe why the system date should not be advanced.</p> <p>11. Explain what is meant by a "deductible."</p> <p>12. Explain what a primary and secondary insurance means.</p> <p>13. Discuss the term <i>dual insurance coverage</i>.</p> <p>14. Explain what an explanation of benefits form is.</p>