



MOUNTAINLAND
TECHNICAL COLLEGE

Medical Assistant Program Syllabus

MTECH Mission Statement

To improve the quality of life in the Mountainland community by enhancing the employability of individuals through market-driven career and technical education.

Instructor Information

Name: Sandra Bath

Email: sbath@mtec.edu

Office Hours: By appointment

Class Schedule

Monday - Thursday 2:45 - 5:45

Friday: Hybrid

Program Information

Medical assistants work alongside physicians, mainly in outpatient or ambulatory care facilities, such as medical offices and clinics.

In Demand | Medical assisting is one of the nation's careers growing much faster than average for all occupations, according to the United States Bureau of Labor Statistics, attributing job growth to the following:

- Predicted surge in the number of physicians' offices and outpatient care facilities
- Technological advancements
- Growing number of elderly Americans who need medical treatment

Medical assistants are cross-trained to perform administrative and clinical duties.

Administrative Duties (may include, but not limited to):

- Using computer applications
- Answering telephones
- Welcoming patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping

Clinical Duties (may include, but not limited to):

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Transmitting prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings

Medical assistants are instrumental in helping patients feel at ease in the physician's office and often explain the physician's instructions.

Program Objectives

- Student will be able to perform medical office administrative functions.
- Student will be able to provide patient care in accordance with regulations, policies, laws, and

patient rights.

- Student will be able to perform medical laboratory procedures.
- Student will be able to demonstrate professionalism in a healthcare setting.
- Student will be able to demonstrate safety and emergency practices in a healthcare setting.

Program Topics

The Medical Assistant Program is divided into five levels and an externship,

Level 1: Introduction to Medical Assistant

Level 2: Basic Clinical Skills

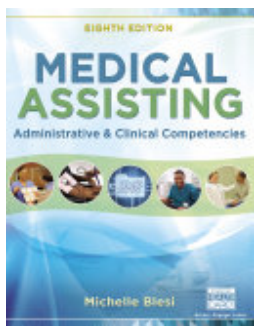
Level 3: Intermediate Clinical Skills

Level 4: Advanced Clinical Skills

Level 5: Specialty Skills

Externship

Required Materials



Medical Assisting: Administrative and Clinical Competencies

Author: Michelle Blesi

Edition: 8th (Updated)

ISBN: 9781305480803

Work Packet

In Bookstores

Stethoscope and blood pressure kit

Scrubs

No logos or company names on them

Watch

Simple band. Watch needs to have a second hand.

Optional Materials

Benchmark Study Guide

Attendance and Progress Program Policies

Please see the [Student Guide](#)

ATTENDANCE:

School Policy: Students who accumulate ten consecutive days of absences will automatically be terminated from their program.

MTECH does not recognize "excused absences". Due to the hands-on nature of the program, it is very difficult to make up missed time. It is imperative that all students have excellent attendance.

1. Students with five days or more of absences will be referred to the counselor.
2. 90% attendance must be maintained for the Medical Assistant Program. Three hours are required daily. Leaving class early or coming late will result in a tardy being given for that day. If you leave the class for more than 20 minutes, you may be marked absent. If you are more than 9 minutes late you may be marked tardy. If you are more than 19 minutes late then you may be marked absent.
3. Any high school student not meeting this requirement may be referred back to their high school counselor.

PROGRESS:

Students must maintain 80% progress in order to be considered for an externship. Progress is calculated from proper apparel, tests, homework and skill pass offs. Students must be well trained to work for a physician or healthcare provider.

Lab Policies

All students are required to provide the following vaccination histories before they are allowed in the lab.

1. Measles / Rubella (MMR)

2. Hepatitis B

3. Varicella (Chicken Pox)

4. Tdap (Tetanus)

5. Current Tuberculosis (PPD) skin test is required for school and externship.

- You must be in scrubs every day unless you are dressing up for a special event. You may not do pass-offs if you are not in scrubs.
- No hoodies or sweaters in the lab. You may wear a jacket without a hood so long as it is professional looking. No obvious name brand jackets. This is the rule in a professional setting as well. No one wants you to be their MA who is wearing a “pink” sweatshirt over your scrubs.
- You may wear a jacket or hoodie in class, but it must come off while you are in the lab (unless you are being the patient).
- Long sleeves are perfectly fine to wear (under scrubs).
- Personal Protective Equipment (PPE) will be worn when necessary.
- No blankets in class. No hats.
- You must be in protective close-toed shoes that cover the foot to work in the lab.
- Hair is to be up, and neat looking. Keep a hair tie on you at all times if you choose to wear your hair down.]
- Only sharps should be going into sharps. No gloves, cotton balls, trash, chux, or anything that is not sharp goes into the sharps.
- Gloves need to be removed as soon as you finish what you are doing, if you need to leave your area, or if you touch anything that could contaminate them.
 - Picking up something from the ground
 - Touching your hair to put it up
 - Leaving your area because you need to get something
 - Performing a skill on a new patient
 - Touching anything that could be grossly contaminated
- Be aware of anything you touch, it is very easy to contaminate surfaces without realizing it. Objects like your pens and phones are sources of serious contamination. Avoid touching your face.

- Make sure you are cleaning up after yourselves in the lab.
- Surfaces need to be wiped down every time you are done using them.
- It is front office's job to check supplies are stocked, and that surfaces are clean at the end of the day.

ALL SHOTS, BLOOD DRAWS AND IV'S MUST BE SUPERVISED.

- All IV's must be supervised, no matter how many you do.
- If it is your time for your pass-off you need to be ready to go. You should have vitals taken, be set up as much as possible, and prepared for the pass-off (we may make exceptions if we call you to pass-off before your appointment time).
- If you are bringing in a volunteer to practice on we need to know ahead of time. There is a waiver that needs to be signed, and there are rules to who is allowed to volunteer. Don't just have them show up. Clear it with us first.

Technical Requirements

Each program has its own technical requirements. An orientation to technology is provided in each program. Canvas is our Learning Management System. Please review the [Acceptable Use Policy](#) which governs acceptable use of MTECH's technical resources.

Program Technical Requirements

The Medical Assistant course will be offered in Canvas.

Students will be assigned a student email through MTECH. We will be using Google documents, slides, meetings, hangouts etc..through this account.

The students are required to do homework online through Canvas. If the student does not have access to a computer at home, they can use the computer labs located at MTECH campuses.

Externship

The student will complete a 180 hour externship in the field after the didactic portion of the program is complete. This part of the program is monitored by the externship coordinator.

All students must understand that prior to, or during employment you may be required to have a drug test and background check performed. If either of the results come back positive, there is a chance that you will not be employable in this field.

Certification and/or Licensure

All students who have passed the coursework and externship will be able to sit for the National Exam through NHA. Students are expected to get an 80% on this exam to receive their national certificate.

While this certification is recommended, it is not a requirement of employment. The student fees cover the cost of the first attempt on the exam.

Classroom Code of Conduct

The student code of conduct, including expectations for cheating or plagiarism are in the Student Handbook. Read the student handbook [here](#).

Emergency Procedures

The health and safety of each student is very important to the college. Please review Emergency Procedures [here](#).

Non-Discrimination Statement

MTECH is fully committed to policies of non-discrimination and equal opportunity. MTECH does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries regarding non-discrimination policies can be directed to:

**Justin Browning, Title IX Coordinator
Mountainland Technical College**

2301 West Ashton Blvd.
Lehi, UT 84043
Phone 801-753-4109
jbrowning@mtec.edu

**Office for Civil Rights, Denver Office,
U.S. Department of Education**

Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582

Phone: 303-844-5695
Fax: 303-844-4303 T

DD: 800-877-8339
OCR.Denver@ed.gov

ADA Statement

The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provide protection of civil rights for individuals with disabilities. MTECH does not discriminate in the recruitment, admission, treatment, or access to its programs or activities. A student desiring assistance must voluntarily disclose that they have a disability, request accommodation, and provide documentation of their disability. The MTECH employee designated to coordinate compliance with the Section 504 regulations at each campus is the Academic and Career Counselor.

Tuition

Students beginning a program while enrolled in high school and then continuing in the same program after their high school class graduation are declared adults on June 1st of each year.

If they are continuing in the same program, they are not required to pay additional fees, but will be charged the current hourly tuition rate for the hours left for program completion. These payments must be made to Student Services no later than June 15th of each year. After this date, non-paid students will be dropped from the program.

Tuition rates are set state-wide for all schools in the Utah System of Technical Colleges (UTech). If a new rate is established for the upcoming year, this new rate will go into effect July 1 of each year. As a result, tuition will be calculated at the current rate through June 30 and the remaining hours will be calculated at the new rate.

High school students who transition to adult status will receive a letter with their estimated hours for completion by May 31st.

Please see our refund policy: <https://mtec.edu/withdrawal-and-refunds/>