Washtenaw Community College Comprehensive Report

MED 245 Medical Assisting Credentialing Exam Review
Effective Term: Winter 2020

Course Cover
Division: Health Sciences
Department: Allied Health
Discipline: Medical Office Worker
Course Number: 245
Org Number: 15900
Full Course Title: Medical Assisting Credentialing Exam Review
Transcript Title: MA Credentialing Exam Review
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: Course Change
Change Information:
    Consultation with all departments affected by this course is required.
Rationale: Conditionally approved; seeking full approval.
Proposed Start Semester: Winter 2020
Course Description: This course provides a comprehensive review of medical assisting knowledge, concepts and skills to help prepare students for one of the open (non-CAAHEP or ABHES) national credentialing exams. Students learn test-taking techniques and take practice examinations with rationale reviews of practice content.

Course Credit Hours
Variable hours: No
Credits: 1
Lecture Hours: Instructor: 15 **Student:** 15
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 15 **Student:** 15
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing
Reduced Reading/Writing Scores

College-Level Math

Requisites
Prerequisite
Academic Reading Level 5; Academic Writing Level 3
and
Prerequisite
MED 112 minimum grade "C"
and

Prerequisite
MED 114 minimum grade "C"

General Education

Request Course Transfer
Proposed For:

Student Learning Outcomes

1. Recognize and apply the concepts of medical terminology, anatomy and physiology.
   Assessment 1
   Assessment Tool: Multiple choice questions on exam
   Assessment Date: Winter 2023
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Answer key
   Standard of success to be used for this assessment: 80% of students will score 75% or above
   Who will score and analyze the data: Departmental faculty

2. Recognize the steps for collecting and processing of specimens using infection prevention principles.
   Assessment 1
   Assessment Tool: Multiple choice questions on exam
   Assessment Date: Winter 2023
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Answer key
   Standard of success to be used for this assessment: 80% of students will score 75% or higher
   Who will score and analyze the data: Departmental faculty

3. Demonstrate test-taking strategies that will prepare the student for the National Certification Examination for Medical Assisting.
   Assessment 1
   Assessment Tool: Multiple choice questions on exam
   Assessment Date: Winter 2023
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Answer key
   Standard of success to be used for this assessment: 80% of students will score 75% or higher
   Who will score and analyze the data: Departmental faculty

4. Recognize and apply concepts in administrative areas such as appointment scheduling and record management.
   Assessment 1
   Assessment Tool: Outcomes related written exam questions
   Assessment Date: Winter 2023
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: Answer keys

Standard of success to be used for this assessment: 80% of students will score 75% or higher on written exams

Who will score and analyze the data: Departmental faculty

Course Objectives

1. Demonstrate an understanding of the format, types of questions and question answering strategies in regards to the National Certification Examination for Medical Assisting.
2. Use appropriate medical terminology in areas such as anatomy and physiology.
3. Use appropriate medical terminology in patient and professional communication.
4. Use appropriate medical terminology in the medico-legal area.
5. Recognize best practices in entering data and managing records using practice management software.
6. Describe the skills needed for screening and processing communications such as phone calls, mail, faxes and e-mail.
7. Identify scheduling skills such as monitoring appointments, managing physician's professional schedule and travel.
8. Recognize and apply office policies and procedures needed to manage the office.
9. Manage practice finances including accounts receivable and payables.
10. Recognize and apply concepts of insurance billing and coding.
11. Recognize infection prevention principles.
12. Describe the preparation of treatment areas.
13. Recognize the steps of patient preparation for various procedures.
14. Identify the process of collecting patient history, symptoms and concerns.
15. Describe the process of collecting and processing specimens.
16. Identify the steps of preparing and administering medications.
17. Recognize emergency and first-aid procedures.
18. Recognize diagnostic and therapeutic procedures.
19. Differentiate the role of the medical assistant from other health care professionals.
20. Recognize the role of the medical assistant when assisting the physician in various patient scenarios.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Reviewer	Action	Date
Faculty Preparer:		
Rhonda Johns	Faculty Preparer	Sep 09, 2019
Department Chair/Area Director:		
Kristina Sprague	Recommend Approval	Sep 09, 2019
Dean:		
Valerie Greaves	Recommend Approval	Sep 09, 2019
Curriculum Committee Chair:		
Lisa Veasey	Recommend Approval	Oct 04, 2019
Assessment Committee Chair:		
Shawn Deron	Recommend Approval	Oct 10, 2019
Vice President for Instruction:		
Kimberly Hurns	Approve	Oct 14, 2019