

Department:

Medical Assistant

Course Description:

This course is designed to provide experience related to the skills and knowledge acquired in the Medical Assisting field by allowing students to apply classroom and lab knowledge in real medical arenas.

Course Competencies:

1. Apply Skills learned in the classroom to real world situations.
2. Perform procedures within the designated scope of practice.
3. Record patient information accurately.
4. Follow HIPAA guidelines with every aspect of patient care.
5. Demonstrate professionalism in any given situation.
6. Adapt to various clinical settings.

Course Content:

In this course, clinical sites are used to evaluate students learning and give them needed experience before graduation.

Learning Assessments:

The grade for this class comes from the student's practical experience and evaluation at clinic sites where they showcase their learned skills in the workforce. Evaluations are through third party preceptors. Students are rated on safety (OSHA and CLIA), professionalism, work ethic, punctuality, clinical and administrative skills evidenced, openness to learning, and teamwork. The clinical externship becomes the classroom.

Instructional Materials:

Holmes, D. (2021). *Elsevier's Medical Assisting Exam Review* (6th ed.). St. Louis, MO: Elsevier. ISBN-13: 978-0323734127

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the "Disabilities Self-Identification Form" on our [Disability Services website](#).

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).