

The Professional Practicum course is designed to provide the medical assistant student with administrative and clinical experience in the medical assisting field. The practicum site will provide the student with a broad base of “hands-on” experiences. Emphasis is placed on preparing the student to perform safely and competently in an administrative and clinical environment. Students are to maintain a consistent level of professionalism, appearance, and attendance throughout the entire practicum. Students will sign a statement at the beginning of the practicum advising them they will not be paid for practicum services and they must provide their own transportation to the practicum site.

III. Statement of Course Need

- A.** An unpaid, supervised practicum is required prior to completion of the Medical Assistant certificate program. The Medical Assistant Professional Practicum allows the medical assistant student an opportunity to put the skills they have learned in the classroom setting to the real life environment, which will include patients, doctors, and office staff members. The Medical Assistant Professional Practicum course is a vital part of the curriculum and fulfills the requirements of the Medical Assistant Education Review Board (MAERB), the certifying agency for medical assistants. Students must achieve 100% competency in psychomotor (P) and affective (A) learning outcomes (MAERB competencies) in order to pass this course and achieve eligibility to take a national certification examination and practice as a qualified Medical Assistant.
- B.** The off-site lab component for this course helps the student to understand the theoretical components taught in lecture through application of the principles learned.
- C.** This course generally transfers as a medical assistant program requirement.

IV. Place of Course in College Curriculum

- A. Free Elective
- B. This course meets a program requirement for the Medical Assistant Certificate Program
- C. To see course transferability: a) for New Jersey schools, go to the NJ Transfer website, www.njtransfer.org; b) for all other colleges and universities, go to the individual websites.

V. Outline of Course Content

The student will spend a total of 160 hours at an assigned practicum site performing administrative and clinical tasks. Their tasks will include those skills acquired in MATC-111, MATC-121, MATC-116 including, but not limited to:

A. Administrative Tasks

1. Use proper telephone techniques.

2. Schedule appointments.
3. Receive and process office patients.
4. Complete written communications and mail processing.
5. Prepare and maintain medical records.
6. Collect fees and assist in the billing process.
7. Use proper diagnosis and procedural codes.
8. Process and follow-up on health insurance claims.
9. Use hardware and software to process patient data.
10. Carry out banking procedures.

B. Clinical Tasks

1. Maintain Standard Precautions.
2. Perform patient assessment.
3. Assist in educating patients.
4. Promote health prevention and awareness.
5. Assist with emergencies.
6. Assist with primary patient examinations.
7. Prepare for surgical procedures.
8. Assist with minor surgical procedures.
9. Clean and sterilize instruments.
10. Perform pulmonary function tests.
11. Perform ECGs.
12. Perform phlebotomy procedures.
13. Perform urinalysis.
14. Obtain cultures.
15. Process lab requests.
16. Observe the administration of medications.
17. Take vital signs.
18. Assist with OB/GYN exams.
19. Call in prescriptions to pharmacies.
20. Perform quick strep testing.
21. Perform pregnancy testing.
22. Perform telephone call backs.

VI. General Education and Course Learning Outcomes

A. General Education Learning Outcomes:

At the completion of the course, students will be able to:

1. Demonstrate critical thinking in decision making (GE-NJ *)
2. Utilize appropriate verbal and nonverbal communication techniques (GE-NJ 1)
3. Employ ethical behaviors based upon the Medical Assistant's Creed when providing care (GE-NJ ER)

(*Embedded critical thinking)

B. Course Learning Outcomes:

At the completion of the course, students will be able to:

1. Practice within the scope of education, training, and personal capabilities
2. Demonstrate effective communication skills
3. Demonstrate professionalism
4. Show initiative and responsibility
5. Promote the profession
6. Perform clinical duties as described in course content
7. Perform administrative duties as described in course content
8. Record daily activities and observations in practicum logs and journals
9. Demonstrate patient confidentiality and medical documentation

C. Assessment Instruments

1. observation and demonstrations
2. logs and journals

VII. Grade Determinants

- A. demonstration of administrative and clinical medical assistant skills
- B. completion of logs and journals

Given the goals and outcomes described above, LIST the primary formats, modes, and methods for teaching and learning that may be used in the course:

- A. interaction with patient, physicians, office staff, preceptor, and practicum coordinator
- B. hands-on experience at practicum site
- C. logging and journalizing activities

VIII. Texts and Materials

- A. Instructor prepared materials
- B. Evaluations, logs, journals

(Please Note: The course outline is intended only as a guide to course content and resources. Do not purchase textbooks based on this outline. The RVCC Bookstore is the sole resource for the most up-to-date information about textbooks.)

IX. Resources

- A. Professional Practicum site office and resources
- B. RVCC library resources and other resources available in the MA lab

X. Honors Options: None available

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