

SYLLABUS
Medical Assisting Skills II

Teacher: Teresa Crozier

Voicemail: 419.473.8339 ext. 7028/7937

Room Location: CTC 204A

E-mail: tcrozier@wls4kids.org

Course Length: 1 block, all year

Fees: \$35

Course Description: Students will prepare for work in a Medical Office/Clinic setting. This class will cover medical office procedures and medical terminology. Topics covered include patient interactions, setting up for surgical procedures, and performing basic lab tests. Students will also be introduced to medical office activities such as patient billing and medical coding. Additionally, students have the opportunity job-shadow medical office personnel at local health care agencies, and create a senior project highlighting their experiences. This opportunity is for students who prove themselves in the classroom setting by demonstrating excellent behavior, performance and attendance.

Textbook(s): Medical Office Procedures, Medical Assistant Administrative and Clinical Competencies

Materials Needed:

- Binder and note paper

Grading Policy:

❖ Daily assignments	15%
❖ Quizzes and Unit Tests	15%
❖ Daily participation	15%
❖ Senior Project	20%
❖ Final Exam	15%
❖ Intern performance	20%

Grading Scale:

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-
0-59	F

Homework Policy: The majority of work is done in class on medical software provided for the student.

Late Work/Absent Work Policy: Students have two days upon their return to school to complete absent work during extra help time.

Topics Covered:

- ❖ Medical setting job readiness
- ❖ Laboratory procedures
- ❖ Wellness and Health Education
- ❖ Rehabilitative Medicine
- ❖ Medical insurance, billing and coding
- ❖ Medical Terminology
- ❖ Office Procedures
- ❖ Job Shadowing and Senior Project