

# Medical Assisting Syllabus

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**WVEIS Code:** HE9307

**Total Hours:** 675

**Instructor:** Mandy Stone, CMA  
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**Office Hours:** By appointment or Monday-Friday 8:00 am-3:00 pm, Room 7-C

**Class Hours:** Monday through Friday, 8:30 am-3:00 pm, Room 7-C

## **Program Description:**

This program is designed to prepare students for employment as medical assistants. Medical assistants are multi-skilled health professionals who work primarily in ambulatory settings such as medical offices and clinics. They perform clinical and administrative tasks and their duties vary by office or clinic. The major combines classroom, laboratory and work-site learning components to ensure that each student achieves entry-level competencies for the medical assistant. Students practice in a variety of settings as chosen by the instructor. Students completing this career major will be eligible to sit for certification as a Medical Assistant.

## **Program Requirements:**

- Hep B vaccine
- Drivers License

## **Required Courses:**

WVEIS Code	Course
91012A	Medical Assisting I
9102A	Medical Assisting II
9103A	Medical Assisting III
9104A	Medical Assisting IV
9105A	Medical Assisting V

## **Embedded Course:**

WVEIS Code	Course
9066A	Introduction to Healthcare
9069A	Electrocardiograph Skills
9106A	Phlebotomy Skills
9107A	Medical Assistant Practicum
9074A	Body Structures and Functions
9075A	Medical Terminology

## **Textbooks:**

*Kinn's Medical Assistant Fundamentals*  
*Health Insurance Today*  
*Kinn's SimChart*

**Online Curriculum:**

AES Education  
McGraw Hill Portal

**Supplies:**

Clinic shoes must be leather - white, gray or black  
All other supplies will be determined during each unit.

**Performance Grade:**

The daily performance grade is determined as follows:

Show up with all work materials (assignments, book, notebook, workbook, paper, pencil, etc.) and is dressed according to dress code	5 points
Complete all daily assignments	5 points
Have a positive attitude towards instructor and others, be polite, be respectful	5 points
Job Performance/Time management – <ul style="list-style-type: none"><li>• you didn't have to be told several times to do a task,</li><li>• stay focused on what you are supposed to be doing,</li><li>• weren't asked to put away your phone</li></ul>	5 points

**Nine Weeks Grade:**

The nine weeks grade is determined by the following types of assessments:

- Tests
- Quizzes
- Skills Performance
- Medical Assistant Practicum
- AES Curriculum
- Clinicals
- Daily Performance Grades

**Assessment Plan:**

Student assessment will be based on group work, individual completion of worksheets, tests, and demonstration of important skills. The grading scale will follow Putnam County Board of Education Policy on grading.

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

**Teacher Policies/Classroom Management Plan:**

Make up work and tardiness:

1. Students are responsible for getting and completing their make-up work per the county policy.  
{If you are absent, you will have 2 days to turn in make-up work. It will not be accepted after that.}
2. Students who are not in the classroom when the tardy bell rings they are considered tardy.
3. Students will have 1 minute to answer each question on Exams and Finals.
4. If a student misses an exam, they have 1 day to retake the exam, or it is counted as a zero.

**Safety:**

1. Safety is priority one.
2. Report any unsafe conditions to the instructor immediately.
3. If you are not comfortable or confident with any activity, stop and notify the instructor immediately.
4. Emergency exits are clearly marked.
5. As part of regular classroom instruction, students will participate in regular safety and emergency drills
6. Fire extinguishers are clearly marked and easily accessible.

**Rules and Regulations/Policies and Procedures**

Students will follow all rules and policies outlined in the program handbook, PCTC post-secondary handbook and by the Putnam County Board of Education.

**Graduation Requirements:**

To earn a Certificate of Completion the following goals must be met:

1. Attain an overall grade of "C" or better in all eight courses.
2. Attain a verified school attendance record of 90% in an 18-week (675-hour) program
3. Pass a minimum of 2 documented drug screenings
4. Completed expected certifications
5. Be approved by the instructor

**Eligibility for CCMA:**

To be eligible to sit for an NHA exam and receive certification, each candidate must:

- Provide proof of High School Diploma or equivalent
- Successfully complete the Medical Assisting training (Within the past five (5) years)
- Register, take and pass the exam after completion of the coursework and required externship.

For more information, consult your instructor or visit:

[https://www.nhanow.com/docs/default-source/pdfs/handbooks/candidate\\_handbook.pdf](https://www.nhanow.com/docs/default-source/pdfs/handbooks/candidate_handbook.pdf).

**Payment for CCMA Exam:**

*Payment for the first certification exam is included in tuition. Each additional attempt will be an out-of-pocket expense. If the student does not pass the first certification attempt, they must wait 30 days to retake the exam. If the student does not pass the second attempt, the student must wait another 30 days. If the student fails the third attempt, the student must wait 1 year to retest.*