

TEMA 1010 - Introduction to Medical Assisting (2 Credits)

Course Description

The Introduction to Medical Assisting course provides an overview of healthcare professions and their roles in the healthcare environment. Students will be guided through legal concepts and ethical issues in the healthcare setting which will compare and contrast moral issues, professional, and personal ethics. The foundational principles of professional and effective interpersonal communication techniques will be discussed.

Course Objectives

- Describe allied health professionals, their various scopes of practice, and their roles as a member in the healthcare industry.
 - Apply legal and ethical standards in healthcare.
 - Demonstrate workplace professionalism and communication.
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Course Outline

- Medical Assistant and Health Care Team
 - Professionalism
 - Legal and Ethical Issues
 - Communication Skills
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Textbook & Reading Materials

Cengage Unlimited Subscription, Cengage

Assignments and Assessments

Welcome
Orientation
Syllabus and Course Agreement
Remind Sign Up
Course Timeline
Post-enrollment Requirements
Read: Chapter 1 The Medical Assistant, Health Care Team, and Medical Environment
PowerPoints: Chapter 1 The Medical Assistant, Health Care Team, and Medical Environment
The Medical Assistant, Health Care Team, and Medical Environment Concept Check
Why do you want to become a Medical Assistant?
Medical Assistant Certifications
Medical Assistant Scope of Practice
Role of a Medical Assistant
Healthcare Delivery Systems
Interdisciplinary Team & Medical Specialties Worksheet
Check Your Understanding: Chapter 1 The Medical Assistant, Health Care Team, and Medical Environment
Learning Lab: Health Care Roles and Responsibilities (Chapter 1 The Medical Assistant, Health Care Team, and Medical Environment)
Video Quiz: Qualities of a Successful Medical Assistant
Quiz: Chapter 1 The Medical Assistant, Health Care Team and Medical Environment
Flashcards: Chapter 1 The Medical Assistant, Health Care Team, and Medical Environment
Chapter 1 Exam- Requires Respondus LockDown Browser
Check point meeting- Module 1
Read: Chapter 2 Professionalism
PowerPoints: Chapter 2 Professionalism
Professionalism Concept Check
Check Your Understanding: Chapter 2 Professionalism
Case Study: Interpersonal Skills (Chapter 2 Professionalism)
Emotional Intelligence
Emotional Intelligence Improvement Plan
Video Quiz: Attributes of Professionalism (Chapter 2 Professionalism)
Quiz: Chapter 2 Professionalism
Flashcards: Chapter 2 Professionalism
Chapter 2 Exam- Requires Respondus LockDown Browser
Scrubs
Check point meeting- Module 2
Read: Chapter 01 The Big Business of Health Care and You
PowerPoint: Chapter 01 The Big Business of Health Care and You
Poll: What Can You Do? Chapter 01 The Big Business of Health Care and You
The Big Business of Health Care and You Worksheet
Case Study: Chapter 01 The Big Business of Health Care and

You
The Big Business of Health Care and You Writing Assignment
Quiz: Chapter 01 The Big Business of Health Care and You
Flashcards: Chapter 01 The Big Business of Health Care and You
The Big Business of Health Care and You Exam- Requires Respondus LockDown Browser
Read: Chapter 02: Laws and Regulations You Will Encounter
PowerPoint: Chapter 02: Laws and Regulations You Will Encounter
Poll: A Workplace Law to Know Chapter 02: Laws and Regulations You Will Encounter
Laws and Regulations You Will Encounter Worksheet
Case Study: Chapter 02: Laws and Regulations You Will Encounter
Laws and Regulations You Will Encounter Writing Assignment
Quiz: Chapter 02: Laws and Regulations You Will Encounter
Flashcards: Chapter 02: Laws and Regulations You Will Encounter
Laws and Regulations You Will Encounter Exam- Requires Respondus LockDown Browser
Read: Chapter 03: From the Constitution to the Courtroom
PowerPoint: Chapter 03: From the Constitution to the Courtroom
Poll: A Threat of Litigation Chapter 03: From the Constitution to the Courtroom
From the Constitution to the Courtroom Worksheet
Case Study: Chapter 03: From the Constitution to the Courtroom
From the Constitution to the Courtroom Writing Assignment
Quiz: Chapter 03: From the Constitution to the Courtroom
Flashcards: Chapter 03: From the Constitution to the Courtroom
From the Constitution to the Courtroom Exam- Requires Respondus LockDown Browser
Read: Chapter 04: Criminal Acts and Intentional Torts
PowerPoint: Chapter 04: Criminal Acts and Intentional Torts
Poll: A Medication Diversion Chapter 04: Criminal Acts and Intentional Torts
Criminal Acts and Intentional Torts Worksheet
Case Study: Chapter 04: Criminal Acts and Intentional Torts
Criminal Acts and Intentional Torts Writing Assignment
Quiz: Chapter 04: Criminal Acts and Intentional Torts
Flashcards: Chapter 04: Criminal Acts and Intentional Torts
Criminal Acts and Intentional Torts Exam- Requires Respondus LockDown Browser
Read: Chapter 05: What Makes a Contract
PowerPoint: Chapter 05: What Makes a Contract
Poll: First Impressions Chapter 05: What Makes a Contract
What Makes a Contract Worksheet
Case Study: Chapter 05: What Makes a Contract

What Makes a Contract Writing Assignment
 Quiz: Chapter 05: What Makes a Contract
 Flashcards: Chapter 05: What Makes a Contract
 What Makes a Contract Exam- Requires Respondus LockDown Browser
 Read: Chapter 06: Medical Malpractice and Other Lawsuits
 PowerPoint: Chapter 06: Medical Malpractice and Other Lawsuits
 Poll: Informed Consent 06: Medical Malpractice and Other Lawsuits
 Medical Malpractice and Other Lawsuits Worksheet
 Case Study: Chapter 06: Medical Malpractice and Other Lawsuits
 Medical Malpractice and Other Lawsuits Writing Assignment
 Quiz: Chapter 06: Medical Malpractice and Other Lawsuits
 Flashcards: Chapter 06: Medical Malpractice and Other Lawsuits
 Medical Malpractice and Other Lawsuits Exam- Requires Respondus LockDown Browser
 Read: Chapter 07: The Health Record
 PowerPoint: Chapter 07: The Health Record
 Poll: The Health Record Chapter 07: The Health Record
 The Health Record Worksheet
 Case Study: Chapter 07: The Health Record
 The Health Record Writing Assignment
 Quiz: Chapter 07: The Health Record
 Flashcards: Chapter 07: The Health Record
 The Health Record Exam- Requires Respondus LockDown Browser
 Read: Chapter 08: Introduction to Ethics
 PowerPoint: Chapter 08: Introduction to Ethics
 Poll: Recognizing Ethical Dilemmas Chapter 08: Introduction to Ethics
 Introduction to Ethics Worksheet
 Case Study: Chapter 08: Introduction to Ethics
 Introduction to Ethics Writing Assignment
 Quiz: Chapter 08: Introduction to Ethics
 Flashcards: Chapter 08: Introduction to Ethics
 Introduction to Ethics Exam- Requires Respondus LockDown Browser
 Read: Chapter 09: Laws and Ethics of Patient Confidentiality
 PowerPoint: Chapter 09: Laws and Ethics of Patient Confidentiality
 Poll: Patients and Privacy Chapter 09: Laws and Ethics of Patient Confidentiality
 Laws and Ethics of Patient Confidentiality Worksheet
 Case Study: Chapter 09: Laws and Ethics of Patient Confidentiality
 Laws and Ethics of Patient Confidentiality Writing Assignment
 Quiz: Chapter 09: Laws and Ethics of Patient Confidentiality
 Flashcards: Chapter 09: Laws and Ethics of Patient Confidentiality

Laws and Ethics of Patient Confidentiality Exam- Requires Respondus LockDown Browser
 Read: Chapter 10: Professional Ethics and the Living
 PowerPoint: Chapter 10: Professional Ethics and the Living
 Poll: The Ethics in Practice Chapter 10: Professional Ethics and the Living
 Professional Ethics and the Living Worksheet
 Case Study: Chapter 10: Professional Ethics and the Living
 Professional Ethics and the Living Writing Assignment
 Quiz: Chapter 10: Professional Ethics and the Living
 Flashcards: Chapter 10: Professional Ethics and the Living
 Professional Ethics and the Living Exam- Requires Respondus LockDown Browser
 Read: Chapter 11: Reproductive Issues and Early Life
 PowerPoint: Chapter 11: Reproductive Issues and Early Life
 Poll: Ethical Issues Surrounding Embryos Chapter 11: Reproductive Issues and Early Life
 Reproductive Issues and Early Life Worksheet
 Case Study: Chapter 11: Reproductive Issues and Early Life
 Reproductive Issues and Early Life Writing Assignment
 Quiz: Chapter 11: Reproductive Issues and Early Life
 Flashcards: Chapter 11: Reproductive Issues and Early Life
 Reproductive Issues and Early Life Exam- Requires Respondus LockDown Browser
 Read: Chapter 12: Death and Dying
 PowerPoint: Chapter 12: Death and Dying
 Poll: Ethics of Death Chapter 12: Death and Dying
 Death and Dying Worksheet
 Case Study: Chapter 12: Death and Dying
 Death and Dying Writing Assignment
 Quiz: Chapter 12: Death and Dying
 Flashcards: Chapter 12: Death and Dying
 Death and Dying Exam- Requires Respondus LockDown Browser
 Check point meeting- Module 3
 Read: Chapter 4 Applying Communication Skills
 PowerPoint: Chapter 4 Applying Communication Skills
 Applying Communication Skills Concept Check
 Check Your Understanding: Chapter 4 Applying Communication Skills
 Learning Lab: Professional Communication (Chapter 4 Applying Communication Skills)
 Critical Thinking Challenge 3.0: ESL - Language Barrier (Chapter 4 Applying Communication Skills)
 Helping Hands Article
 Language and Culture Video
 Communication Process Video
 Video Quiz: Communication (Chapter 4 Applying Communication Skills)
 Quiz: Chapter 4 Applying Communication Skills
 Flashcards: 4 Applying Communication Skills
 Chapter 4 Exam- Requires Respondus LockDown Browser

Check point meeting- Module 4

End of Course Survey

Subject to change. Please consult your Canvas course for the most current instructions and updates.

Classroom Hours

Mo, Tu, W, Th, Fr
8:00 AM - 11:00 AM
12:00 PM - 3:00 PM

For a full list of course hours visit: [Course Schedule](#)

Instructor Contact Information

Dusty Hunter — dhunter@stech.edu
Candice Cox — ccox@stech.edu

Office Hours: By appointment

Email is the preferred method of communication; you will receive a response within 24 hours during regular business hours.

Canvas Information

Canvas is the where course content, grades, and communication will reside for this course.

- stech.instructure.com
- For Canvas passwords or any other computer-related technical support contact Student Services.
- For regular Hours and Weekdays call (435) 586 - 2899.
- For after Hours & Weekends call (435) 865 - 3929 (Leave a message if no response).

Course Policies

Policies-Students must adhere to the Program Safety, Work Ethic, and Dress Code as outlined in the Medical Assistant Policies & Orientation. Attendance is important to your success in the Medical Assistant program. You are responsible for the schedule that you set at the beginning of your course and to sign in at the clock-in station at the beginning of your first hour and sign out after your last hour. You are allotted one 15-minute break during each 3-hour block of time, breaks should not be taken within the first or last 30 minutes of your schedule. Problems with signing in must be reported to an instructor as soon as possible. You must maintain 80% attendance in the program. Failure to meet the required attendance standard will result in academic corrective action being taken. If you are going to be absent, communication with the instructor is required to set up time to make up the time missed. This makeup time will be scheduled at the convenience of the instructors and the availability of the classroom and clinic. If you do not have a schedule for ten (10) consecutive days, you will be withdrawn from Southwest Tech. Students are expected to complete coursework according to the scheduled amount of hours designated for the course. All students in the program must stay on task and maintain a minimum 67% progress to retain financial aid eligibility. Failure to meet these requirements shall result in the student completing an Academic Intervention Plan with the Medical Assistant program leadership team and possibly academic warning, probation, and withdrawal from the program if not brought up by the end of each quarter. Cell phones should be on silent and are not allowed in the clinic area. Be courteous to your classmates and take phone calls out in the hall. Excessive cell phone use can hinder progress. Grading- Each assignment is awarded points according to how well the submission follows the assignment's requirements. Written submissions are graded according to the college writing guidelines. Students must have a minimum of 80% on each module to pass off the module and all modules must be passed off before students are allowed to sign up for the next class. Some assignments may be submitted more than once. If that is the case the assignment will clearly state this. At the end of each module, students are asked to submit a "Module Checkpoint Meeting" showing that they have completed all module requirements.

High School Power School Grades: Quarter student grades will be determined by student progress percentage. Faculty will use the higher percentage of either 1) quarter progress, or 2) cumulative progress for the current training plan year. The progress percentage will be used with the grading scale to determine the minimum grade. High School Grade Scale: The following grading scale will be used to determine a letter grade from the progress percentage:

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|-----------------|-----------------|-----------------|-----------------|
| • A : 94 - 100% | • B : 83 - 86% | • C : 73 - 76% | • D : 63 - 66% |
| • A- : 90 - 93% | • B- : 80 - 82% | • C- : 70 - 72% | • D- : 60 - 62% |
| • B+ : 87 - 89% | • C+ : 77 - 79% | • D+ : 67 - 69% | • F : 0 - 59% |

Additional Information

InformaCast Statement: Southwest Tech uses InformaCast to ensure the safety and well-being of our students. In times of emergency, such as weather closures and delays, this app allows us to promptly deliver notifications directly to your mobile devices. To stay informed and receive real-time updates, we encourage all students to sign up for notifications. Your safety is our priority, and staying connected ensures a swift response to any unforeseen circumstances. More information and directions for signing up are available at: <https://stech.edu/emergency-notifications/>

Internet Acceptable Use Policy: The student is expected to review and follow the Southwest Technical College Internet Safety Policy at: <https://stech.edu/students/policies/>

Student Code of Conduct Policy: The student is expected to review and follow the Southwest Technical College Student Code of Conduct Policy at: <https://stech.edu/students/policies/>

Accommodations: Students with medical, psychological, learning, or other disabilities desiring accommodations or services under ADA, must contact the Student Services Office. Student Services determines eligibility for and authorizes the provision of these accommodations and services. Students must voluntarily disclose that they have a disability, request an accommodation, and provide documentation of their disability. Students with disabilities may apply for accommodations, based on an eligible disability, through the Student Services office located at 757 W. 800 S., Cedar City, UT 84720, and by phone at (435) 586-2899. No diagnostic services are currently available through Southwest Technical College.

Safety and Building Maintenance: The College has developed and follows a variety of plans to ensure the safe and effective operation of its facilities and programs. The following plans are available online:

1) Facilities Operations and Maintenance Plan; 2) Technical Infrastructure Plan; and 3) Health and Safety Plan.

Withdrawals and Refunds: Please refer to the Southwest Technical College Refund Policy at: <https://stech.edu/students/policies/>

Any high school or adult student, who declares a technical training objective is eligible for admission at Southwest Technical College (Southwest Tech). Program-specific admissions requirements may exist and will be listed on the Southwest Tech website. A high school diploma or equivalent is not required for admission but is mandatory for students seeking Title IV Federal Financial Aid.

Non-Discriminatory Policy: Southwest Technical College affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise, and bases its policies on the idea of global human dignity.

Southwest Tech is committed to a policy of nondiscrimination. No otherwise qualified person may be excluded from participation in or be subjected to discrimination in any course, program or activity because of race, age, color, religion, sex, pregnancy, national origin or disability. Southwest Technical College does not discriminate on the basis of sex in the education programs or activities that it operates, as required by Title IX and 34 CFR part 106. The requirement not to discriminate in education programs or activities extends to admission and employment. Inquiries about Title IX and its regulations to STECH may be referred to the Title IX Coordinator, to the Department of Education, and/or to the Office for Civil rights.

If you believe you have experienced discrimination or harassment on our campus, please contact the Title IX Coordinator, Cory Estes: cestes@stech.edu, (435) 865-3938.

For special accommodations, please contact the ADA Coordinator, Cyndie Tracy: ctracy@stech.edu, (435) 865-3944.

Southwest Technical College

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