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## OFFICE TECHNOLOGY 41 MEDICAL ADMINISTRATIVE ASSISTANT REEDLEY COLLEGE

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Quarter 1, Fall 2011                      TThF 2:00 p.m.-4:20 p.m., POR5  
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### Course Description:

This course will present policies and procedures used in a medical facility. Attitudes, behavior, ethics, records, and office duties are some of the topics covered.

### Course Objectives:

In the process of completing this course, students will:

- A. list and define medical administrative duties.
- B. identify medical ethics and medical-legal implications for the medical assistant.
- C. learn the rules and demonstrate the ability to complete the various medical administrative assistant duties.
- D. organize thoughts and demonstrate knowledge of medical terminology in the production of letters and memos.
- E. select appropriate forms for specific uses and use good judgment in formatting other documents.

### Basic Skills Advisories:

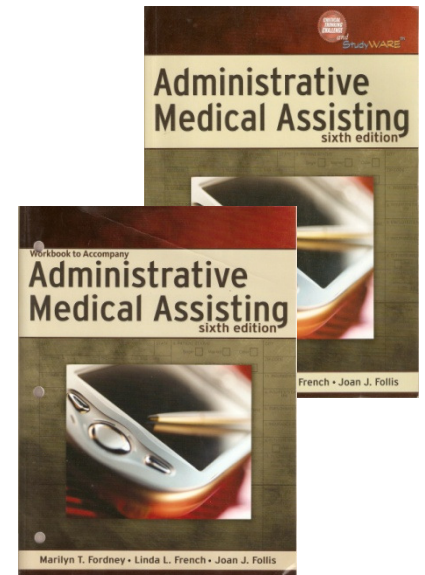
ENGLISH 125, ENGLISH 126, AND MATH 101

### Subject Advisories:

OT10 MEDICAL TERMINOLOGY AND ABILITY TO TYPE 35 WPM

### Required Text And Supplies:

1. Administrative Medical Assisting, sixth edition, Fordney, French, Follis; Delmar Cengage Learning, 2008, ISBN 978-1-4180-6411-2
2. Workbook to Accompany Administrative Medical Assisting, sixth edition, Fordney, French, Follis; Delmar Cengage Learning, 2008, ISBN 978-1-4180-6412-9
3. Jump Drive (aka USB drive, Flash drive, Thumb drive)



### Student Learning Outcomes:

Upon completion of this course, students will be able to:

1. Complete the various medical administrative assistant duties.
2. Demonstrate an understanding of medical ethics and medical-legal implications.
3. Use problem-solving methods to perform medical notes maintenance, exhibit preparation, records management, and medical word processing.
4. Use inductive and deductive methods of reasoning in analyzing medical terminology, procedures and policies in the production of letters, memos, and medical forms.
5. Understand the HIPPA regulations as they pertain to the medical administrative assistant duties.

### **Accomplishing Student Learning:**

1. Using the Administrative Medical Assistant Job Description on page 9 of the text, the student will proceed through the book placing emphasis on the job responsibilities, knowledge, skills and abilities required for the Medical Administrative Assistant job.
2. By passing all related quizzes and tests, the students will demonstrate their understanding of medical ethics and medical-legal implications
3. Class assignments based on the book are designed to prepare the students for problem-solving methods in medical notes, record management and medical word processing.
4. Workbook assignments throughout the book are designed to prepare the students for analyzing medical terminology, procedures and policies in the production of letters, memos, and medical forms.
5. By passing all related quizzes and tests, the students will demonstrate their understanding of the HIPPA regulations as they pertain to the medical administrative assistant duties.

### **Suggestions For Success:**

- Read the chapter assignments. Try to stay ahead in your reading. Test yourself by going through the Key Terms and the Review activities at the end of each chapter.
- Attend every class that you possibly can
- Participate in class discussions and ask questions when you don't understand something.
- Turn in every assignment prior to leaving class.
- Take every test
- Take every quiz
- There will be extra credit given periodically in the semester. Take advantage of it.

### **Instructor Changes:**

- The instructor reserves the right to change, add to, delete from, or alter any aspect of this syllabus during the semester, as necessary. Changes will be announced in class. Adequate notice will be given when changes are made.
- The instructor reserves the right to round up grades which are 5-10 points off a whole letter grade. For example, 950 points can be rounded up to 960 if that would give the student a "B".

### **Class Participation**

This course requires class participation. Participation points will be earned on a daily basis in this course. Two participation points per day are earned in this course for class participation. If you do not attend class, you cannot earn the participation points for the day.

There are no bad questions unless they are intended to disrupt the learning process.

You may not study for another class, sleep, or read a book or access the Internet during class. CELL PHONES AND PAGERS ARE TO BE IN SILENT-MODE. **Students are required to participate in all class discussions and activities.**

## Daily Assignment Sheet for OT 41

Class Meets TTHF

August 16 to October 14

DAY	DATE	Lecture Chapter	Quiz Chapter	Lab Work Chapter	Test Chapter	Information
1 Tues	8/16	Course Lecture & Ch 1		1		
2 Thurs	8/18	Complete Chapter 2	1	2		
3 Fri	8/19	Start Chapter 3	2		1 & 2	
4 Tues	8/23	Complete Chapter 3		3		
5 Thurs	8/25	Review Ch 3; start Ch 4	3			
6 Fri	8/26	Complete Chapter 4		4	3	
7 Tues	8/30	Review Ch 4; start Ch 5	4			
8 Thurs	9/1	Complete Chapter 5		5		
9 Fri	9/2	Report & Presentation				
10 Tues	9/6	Review Ch 5; start Ch 6	5		4 & 5	
11 Thurs	9/8	Complete Chapter 6		6		
12 Fri	9/9	Review Ch 6; start Ch 7	6			
13 Tues	9/13	Work on Chapter 7		7		Lots of work to be done in Ch 7
14 Thurs	9/15	Complete Chapter 7				
15 Fri	9/16	Review Ch 7; start Ch 9	7			
16 Tues	9/20	Complete Chapter 9		9	6 & 7	
17 Thurs	9/22	Review Ch 9; start Ch 10	9			
18 Fri	9/23	Complete Chapter 10		10	9	
19 Tues	9/27	Review Ch 10; start Ch 13	10			
20 Thurs	9/29	Complete Chapter 13		13	10	
21 Fri	9/30	Review Ch 13; start Ch 14	13			
22 Tues	10/4	Complete Chapter 14		14	13	
23 Thurs	10/6	Review Ch 14; start Ch 15	14			Complete All Lab Work Today
24 Fri	10/7	Review Ch 15; start Ch 16	15		14	
25 Tues	10/11	Review Ch 16	16		15	
26 Thurs	10/13	Pretesting for final exam				Start of Finals Week
27 Fri	10/14	Final Exam				

### Class Policies:

- Students are expected to attend all class meetings, be on time, and be in class the entire class session
- Professional conduct is expected from you at all times; dress accordingly,
- Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins.
- If you decide to drop the course, it is your responsibility to make the drop official in the Admissions and Records office or else possibly receive a grade of "F".
- **STUDENTS WILL BE DROPPED ON THE 1ST OR 2ND DAY OF CLASS AND MAY BE DROPPED FROM THIS COURSE ON THE 6<sup>th</sup> ABSENCE PRIOR TO THE DROP DEADLINE.**
- Absolutely no eating, drinking, smoking, children or pets in the classroom. If you have a soda fountain drink or coffee, please drink it before entering the room. If you have bottled water, please put it inside your bag or discard it as you enter the room.
- If you get dropped and want to add the class again, you will go to the back of the waiting list.
- If you need to respond to the cell phone or send a text message, please go outside the class room.
- This class will operate under all college policies listed in the FCC/Reedley catalog for spring 2011

### POLICY VIOLATIONS:

- **First violation:** Verbal Warning
- **Second violation:** You will be dismissed from class for the remainder of the day and an incident report will be filed with the Dean's Office.
- **Third violation:** You will be dropped from the class with a grade of "F" and the incidents will be reported to the appropriate college personnel for further disciplinary action.

### Holidays:

No Holidays for this schedule

### Tardies:

Students are expected to be on time. It is distracting, rude and unfair to fellow classmates and to the instructor when a student is late.

### Homework:

All lab assignments are to be completed in class. If you are absent when the lab assignment is completed in class then the lab assignment can be completed at home and turned in the next class day.

### Quizzes:

Quizzes are listed on the Daily Assignments sheet. Missed quizzes cannot be made up.

### Tests:

Missed tests cannot be made up. If you foresee that you have an unavoidable situation on an upcoming test date, you may arrange to take the test early. No late tests will be allowed. Telephone or email me to discuss a specific situation.

### Final Exam:

A two-hour comprehensive final exam will be given at the end of the quarter. The date and time of the exam is as follows: Friday, October 14, 2011 at 2:00 p.m. - 4:20 p.m. in POR5

### Grading Points:

- 13 Quizzes 132
- CLASS PARTICIPATION 27 class days @ 2pts: 54
- REPORT & PRESENTATION 126
- LAB WORK & CLASS WORK: 600
- UNIT TESTS INCLUDING THE FINAL: 288

TOTAL POINTS 1200

Percent of Total Points	Grade	Point Range
90-100	A	1080-1200
80-89	B	960-1079
70-79	C	840-959
60-69	D	720-839
0-59	F	0-719

### ADA

If you have a verified need for an academic accommodation or materials in alternate media (i.e.: Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act please contact your instructor as soon as possible. Reasonable efforts will be made to accommodate your special needs.

### Academic Dishonesty

Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. **Academic dishonesty in any form is a very serious offense and will incur serious consequences.**

**Cheating** is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another's work, supplying one's work to another, giving or receiving copies of examinations without an instructor's permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism** is a specific form of cheating: the use of another's words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

These are two of the most serious offenses in the teaching-learning process. Students who are caught cheating will receive an "F" for the course and have a copy of a Dishonesty Infraction Form put into their scholastic record. Some examples of cheating include but are not limited to the following:

- 1) Putting your name on another student's work
- 2) Helping another student during a test or quiz
- 3) Using any kind of notes (on paper or on any electronic device) during a test or quiz
- 4) Downloading something off of the Internet and attempting to pass it off as your own work.

**In short, cheating will not be tolerated in this class.**

## Receipt and Acknowledgement of the OT 41 Syllabus

I, \_\_\_\_\_ acknowledge the receipt of this OT 41 syllabus.  
(Print your name legibly)

I have read the guide and understand the policies and procedures of this course. I particularly understand the policies regarding **Participation, Cell Phones, Policy Violations and Grading**, as outlined in this document.

Signature \_\_\_\_\_

ID# \_\_\_\_\_

Date \_\_\_\_\_

Phone # \_\_\_\_\_ (only with your permission)

E-mail \_\_\_\_\_