

Common Course Outline

OFAD 254

Medical Office Assistant Practicum

3 Semester Hours

The Community College of Baltimore County

Description

Medical Office Assistant Practicum

Gives field experience through a supervised work experience in an appropriate medical office setting; will relate directly to the student's medical assistant course work.

Prerequisite: OFAD 253

Overall Course Objectives

Upon successful completion of this course, the student will be able to:

1. Secure a position in the medical field which would be typically defined as a medical office assistant and which will last for 225 hours.
2. Complete tasks as assigned by the supervisor to meet the designed objectives
3. Perform basic front-office clerical and administrative duties such as: file patient records, learn computerized medical management system, schedule office visits and procedures, post account information, abstract information from patient records.
4. Observe and perform basic back-office duties such as: interview patient to obtain medical history, follow proper procedures for handling and disposing of infection materials, use proper clinical techniques to obtain and record vital signs, use proper sterilization and disinfection techniques, set up examination room, record accurate chart notes, use proper clinical techniques to collect specimens.

Major Topics

- I. Secure Position which meets the definition of Medical Office Assistant
- II. Work the required number of hours per week
- III. Complete tasks as assigned by the supervisor to meet the designed objectives
- IV. Turn in weekly progress reports signed by both the student and supervisor
- V. Complete an outside research project and submit it by an agreed-upon date.

Course Requirements (VII)

Grading: Grading procedures will be determined by the individual faculty member but will include the following:

1. Evaluation of the Research Project
2. Supervisors evaluation of the student's performance

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes, and skills necessary to function successfully as a transfer student, in a career and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending classes, completing all homework and other assignments, participating in class activities and preparing for tests.