

Common Course Outline
OFAD 254
Medical Office Assistant Practicum
4 Credits

The Community College of Baltimore County

Description

OFAD 254 – Medical Office Assisting Practicum transitions student from the classroom to actual employment. The practicum is a planned, 160-hour experience in a medical facility under the supervision of a preceptor. Students apply general knowledge, front-desk administrative skills, and clinical skills to patients in a real medical facility. Practicum is offered during the following hours:

Monday – Friday 8 hours a day, 5 days a week, 4 weeks

Monday – Friday 8 hours a day, 3 days a week, 7 weeks

Monday – Friday 4 hours a day, 5 days a week (8 a.m. -12 p.m. or 12 p.m. -4 p.m.), 8 weeks

4 Credits

Pre-requisite: OFAD 253

Co-requisites: OFAD 257 and OFAD 261

Overall Course Objectives

Upon completion of this course students will be able to:

1. apply knowledge of anatomy and physiology and medical terminology in obtaining vital signs on patients;
2. apply Health Insurance and Portability and Accountability Act (HIPAA) rules in regard to patient privacy and release of information in a medical practice;
3. prepare surgical supplies and instruments to assist physicians with minor surgical procedures;
4. sanitize, disinfect, and sterilize medical equipment in a medical practice;
5. assist provider with medical examinations;
6. perform electrocardiography on patients;
7. administer oral, parental, topical, ophthalmic, and ear medication to patients;
8. select appropriate personal protective equipment for potentially infectious situations;
9. perform waived microbiology testing as permitted by the Clinical Laboratory Investment Act (CLIA);
10. develop and maintain patient resource materials;
11. schedule appointments for patients on a practice management system;
12. assign ICD and CPT codes to patient diagnoses and procedures;
13. enter charges, send claims and post payments to patient accounts in a medical practice;

14. perform daily financial accounting transactions in a medical practice; and
15. perform phlebotomy on patients.

Major Topics

- I. Master skills list procedures
- II. Site selection and placement
- III. Resources for skills application on site
- IV. Dress code
- V. Equipment

Course Requirements

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

Grading/exams

- Skills evaluation (Using Master Skills Checklist) Pass/Fail
- Professional evaluation from site supervisor
- Comprehensive research paper
- Comprehensive journal for daily reflection

Written Assignments: Students are required to utilize appropriate academic resources.

Other Course Information

This is the capstone course for the Medical Assisting A.A.S. degree program. The requirements for this course are aligned with the American Medical Technologists standards and guidelines for the Registered Medical Assistant (RMA) examination.

Permission is needed by the Medical Assisting program coordinator for registration in this course.