

## Master Syllabus

### MAS 1101 - Introduction to Medical Assisting

**Division:** Health Sciences

**Department:** Medical Assistant Technology

**Credit Hour Total:** 3.0

**Lecture Hrs:** 3.0

**Prerequisite(s):** ALH 1101

**Date Revised:** May 2017

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### Course Description:

Overview of the role of a medical assistant within the health care industry and different work environments, as well as the fundamentals of medical ethics and law in the medical office setting.

### General Education Outcomes:

- Written Communication Competency

### Course Outcomes:

#### Role of the Medical Assistant

Describe the role of the medical assistant in relationship to other members of the healthcare team, including primary areas of responsibility, as well as career opportunities and potential in terms of service and contribution to healthcare delivery.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam.

#### Legal Systems and Trial Process

Describe major components of various legal systems and trial process.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam.

#### Release of Health Information

Apply policies for the control, use and release of health information, including identifying public duties relating to reportable information.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam.

#### Medical Law and Ethics

Distinguish between law and standards, as well as ethics and etiquette.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam.

#### Professional Healthcare Organizations

Discuss the functions of professional healthcare organizations, including the importance of the medical assisting profession to the healthcare environment.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam.

#### Cultural, Social and Ethnic Diversity

Discuss the role of cultural, social and ethnic diversity in ethical performance of the medical assisting practice.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam.

#### Importance of Law to the Physician

Discuss examples of the importance of law to the physician, including legal obligations of the employer-employee relationship and the role of boundaries within the healthcare environment.

**Assessment Method:** Locally developed exams

**Performance Criteria:**

77% or better on given exam.

### Outline:

Role of the Medical Assistant Professional Healthcare Organizations Medical Law and Ethics Legal Systems and Trial Process Release of Health Information Importance of Law to the Physician Role of Cultural, Social and Ethnic Diversity