

Master Syllabus

MAS 2220 - MAS Practicum I

Division: Health Sciences

Department: Medical Assistant Technology

Credit Hour Total: 3.0 **Lecture Hrs:** 1.0 **Practicum:** 14.0

Prerequisite(s): MAS 1103 AND MAS 1110

Other Prerequisite(s): AND Restricted to Majors

Date Revised: March 2013

Course Description:

Introduction to the ambulatory care clinical setting involving structured observation and unpaid participation in the administrative and clinical aspects of patient care under the supervision of a licensed physician or certified medical assistant, assisting with patient preparation, physical examination, scheduling appointments, bookkeeping tasks. One classroom, fourteen practicum hours per week.

General Education Outcomes:

- ▣ Values/Citizenship/Community
- ▣ Information Literacy

Course Outcomes:

Practicum Experience

Observe and demonstrate assisting with basic medical office clinical tasks.

Assessment Method: Behavioral observations
Performance Criteria:

77% or better on given rubric

Assessment Method: Performance appraisals
Performance Criteria:

77% or better on given rubric

Role of Medical Assistant

Identify how the role of a medical assistant varies according to the practicum setting.

Assessment Method: Simulations
Performance Criteria:

77% or better on given rubric

Professional Behavior

Demonstrate professional behavior in dress, language and interactions with staff and patients.

Assessment Method: Behavioral observations
Performance Criteria:

77% or better on given rubric

Assessment Method: Performance appraisals
Performance Criteria:

77% or better on given rubric

Document Appropriately

Demonstrate the ability to document appropriately and accurately in both content and vocabulary.

Assessment Method: Performance appraisals
Performance Criteria:

77% or better on given rubric

Legal and Ethical Responsibilities

Explain the legal and ethical responsibilities associated with patient care.

Assessment Method: Behavioral observations
Performance Criteria:

77% or better on given rubric

Assessment Method: Performance appraisals
Performance Criteria:

77% or better on given rubric

Outline:

Varied Role of Medical Assistant
Professional Behavior
Document Appropriately
Legal and Ethical Responsibilities
Practicum Experience