

## 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

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### 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 Competency
- ▣ Information Literacy Competency

### 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