

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299

Winter 2018

Course: AH 250 Medical Assistant Externship

Credit: 4 Quarter Hours

Method of Delivery: Arranged (AE)

Course Description: The Medical Assistant student will perform administrative and clinical procedures, without payment, under the direction of a licensed health care worker in an ambulatory medical facility. This 160 hour experience will provide the student with direct patient contact, the opportunity to gain insight into the role of the MA in a health care team, and the opportunity to become competent and confident in the performance of tasks for which they have been trained. Specific arrangements must be made with the department director and/or program coordinator during the quarter preceding the planned externship experience. At the conclusion of this course, the student will take a comprehensive final assessment exam which will constitute part of the externship grade. The student will not replace an employee and should not expect to be offered employment after the externship.

Prerequisite: Satisfactory completion of classroom course requirements, current CPR card, and up-to-date health data.

Text(s) & Manual(s): Elsevier's Medical Assisting Exam Review 5th ed.; Job Readiness for Health Professionals 2nd ed.; Today's Medical Assistant 3rd ed.

ISBN: 9780323400701, 9780323430265, 9780323312073

Author(s): Holmes; Bonewit-West, Hunt, Applegate

Publisher: Elsevier,

Materials needed for this course:

Additional Supplies: Stethoscope and watch

Hardware/Software and Equipment: None

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

1. Participate in daily health facility function following the same schedule as facility employees.
2. Develop confidence in the application of knowledge, skills, and human relations under the supervision of facility personnel.
3. Perform 90% of the skills available at the extern site that are assigned to a medical assistant.
4. Perform duties correctly in a legal and ethical manner.

Midstate Grading scale:

90 - 100 A
80 - 89 B
70 - 79 C
60 - 69 D
0 - 59 F

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Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

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Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Dr. Amber Schappaugh
Midstate email: aschappaugh@gmail.com

Room/phone: 205/309-692-4092
Office Hour(s): Mon. & Wed. 9:30a-2p

Policies and Procedures:

1. REQUIREMENTS prior to externship:
 - Satisfactory completion of classroom, clinical and MOP course requirements
 - Current CPR card
 - Up-to-date health data
 - Saturday orientation
2. REQUIREMENTS during externship:
 - Call in absence/complete absence form to both the extern supervisor and the department director.
 - Keep track of the 160 externship hours and see that the evaluations are sent to the department director 4 times.
 - Send the evaluation of hours & final evaluation of extern at the end of the externship.
 - Turn in the dosimeter at the end of each month and pick up a new one. \$25 fee charged for lost dosimeters.
 - Touch base with the department director each week by phone, e-mail or face-to-face.
 - Complete a site evaluation and comprehensive test before graduation.
3. REQUIREMENTS after externship:
 - Documentation of 160 hours completed

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- 4 Evaluations and final review in file
- Student should not expect to be employed by the extern site after completion of course
- Completion of site evaluation & comprehensive test
- Thank you note to mentor
- Department policy prohibits extra credit.

Participation Requirements: Complete 160 hours at an ambulatory care facility, complete all moodle discussion boards, and take the CCMA exam in the final week of the class after the completion of all externship hours.

Examination Information: The CCMA exam through Health Careers Association will be set up by the Director of Allied Health in week 11 of the course. The test must be completed prior to the end of week 12. The test will be proctored on campus by the Director of Allied Health and will be considered 25% of the final grade. It is strongly suggested that you also take the AAMA exam which will award the CMA designation to the student upon completion of the program. That information was given in the packet for the externship.

Methods of evaluating student performance:

- 25% CCMA exam grade
- 25% Job Readiness worksheets
- 25% Time Sheets from extern site
- 25% Final evaluation from extern site

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Course Outline

Weekly discussions and assignments are JUST AS IMPORTANT AS GOING TO YOUR SITE EVERYDAY!!!

Week 1

- Log into class in elearning.
- Complete discussion 1 and 2
- Read Section 1 and 2 of Unit 1 of Job Readiness Quiz

Week 2

- Complete discussion 1 and 2
- Read Section 5 in Unit 1 of Job Readiness Quiz

Week 3

- Complete discussion 1 and 2
- Read Section 6 and 7 of Unit 2 of Job Readiness Quiz

Week 4

- Complete discussion 1 and 2
- Read Section 8 in Unit 3 of Job Readiness Quiz

Week 5

- Complete discussion 1 and 2
- Read Section 9 in Unit 3 of Job Readiness Quiz

Week 6

- Complete discussion 1 and 2
- Read Section 3 of Unit 1 of Job Readiness Quiz

Week 7

- Complete discussion 1 and 2
- Read Section 4 in Unit 1 of Job Readiness Quiz

Week 8

- Complete discussion 1 and 2
- Read Section 10 in Unit 4 of Job Readiness Quiz

Week 9

- Complete discussion 1 and 2
- Read Section 11 in Unit 4 of Job Readiness Quiz

Week 10

- Complete discussion 1 and 2
- Read Section 12 and 13 in Unit 5 of Job Readiness Quiz

Week 11

- Complete discussion 1 and 2
- Read Section 14 in Unit 6 of Job Readiness Quiz

Week 12

Please ensure that you have completed at least 160 hours at your extern site.
If you have not done so already, you should ensure that your final time sheet and final evaluation and review has been submitted.

I will see you for your exam this week if I have not already.