



## MISSION STATEMENT

*"The official mission of BCI is to bring skill based education to all persons wanting a career in allied health care"*

## MEDICAL ASSISTANT PROGRAM – (ADVANCE PRACTICE)

**Meeting Time:** Mondays 9:00am - 3:00pm

**Instructors:** TBA

**Office Address:** 422 Main St, Malden Ma 02148  
320 Washington St, Brookline Ma 02445

**Office Phone:** (781)333-3522; (617)383-6058

**E-mail:** [TBA](#)

**Office Hours:** By appointment

**Admissions Requirement:** High School Diploma or Equivalent

### I. Course Description

The Medical assistant program provides an introduction to theory, foundation and hands-on in a clinical setting. These skills consist of phlebotomy (blood draws), performing an EKG, injection, sterile technique, exam room preparation, taking vital signs and assessing patients.

### II. Course Goals and Objectives

The goals of this model curriculum are to:

1. Comply with the regulations established by the State of Massachusetts.
2. Achieve competencies that satisfy industry needs.
3. Promote lifelong learning skills.

### III. Class expectation and assignments.

Students will be expected to practice self-study through reading assigned materials, reviewing pertinent resources and/or working as a group on assignments.

Students are also responsible for the following:

- Clean stations before and after use
- Hands should be washed or sanitized
- Vital Signs kit must be brought to every class

- Uniforms must be worn in every class
- NO cellphones are allowed in clinical class
- Mandatory use of a hand watch
- Display professionalism in regards to ethical and responsible behavior in compliance with clinical and educational standards.

#### IV. Grading

Each student must attain a grade of 75% or higher to pass

The final grade is made up of:

- Attendance
- Homework
- Final Practical and Written
- Skills Competency as evaluation of class participation

A cumulative final grade below 75% is considered a failing grade. The student is allowed one make-up test. In case the student fails the make-up test, he/she will be offered remedial classes for a prorated fee based on the number of sessions.

#### V. Outcomes

At the completion of this class students will be able to demonstrate the following:

- Apply HIPAA rules in regards to privacy and release of information.
- Communicate effectively with patients, physicians, and co-workers.
- Perform clinical duties such as; applying principles of aseptic techniques and infection control, taking vitals and patient histories, collecting and processing specimens, performing CLIA-waived testing, performing patient screening, preparing patient and assisting with procedures and exams, administering medications, and performing electrocardiograms.
- Perform in a safe manner that minimizes risk to classmates, patients, self, and others.

#### VI. Didactic Classes (Tuesday, Wednesday, Thursday and Friday on a rotating schedule)

- Medical Billing & Coding
- Human Anatomy & Physiology I
  - Medical Terminology
- Medical Office Procedures
  - Medical Transcription
    - Basics of English Grammar
  - Medical Abbreviations
  - Computer Medical Office

- Medical Communications
- Infection Control
- Medical Law and Ethics
- Working with Electronic Health Records
- Pharmacology I
- Health Insurance Processing

**VII. Clinical Internship** – 160 Hours in a hospital/clinic setting

**Student success is our priority, don't hesitate to ask questions and always give your best!!!!**

**Good Luck**

ENTER STARTING WEEK	SUBJECT MATTER	ACTIVITIES
1. Week TBD	Medical Record	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Case Study 1</li> <li>• M.R. Practice</li> </ul>
2. Week TBD	Sterilization and Disinfection	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• S&amp;D Practice</li> </ul>
3. Week TBD	Vital Signs	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• V.S. Practice</li> </ul>
4. Week TBD	Physical Examination	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• P.E. Practice</li> </ul>
5. Week TBD	Eye and Ear Procedures	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• Eye &amp; Ear Practice</li> </ul>
6. Week TBD	GYN Examination and Prenatal Care	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• GYN Practice</li> </ul>
7. Week TBD	Pediatric Examination	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• Ped. Ex. Practice</li> </ul>
8. Week TBD	Parenteral Medications	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• P.M. Practice</li> </ul>
9. Week TBD	Cardiopulmonary Procedures	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• CP.P. Practice</li> </ul>
10. Week TBD	Introduction to Clinical Laboratory	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• C.L. Practice</li> </ul>
11. Week TBD	Phlebotomy/Blood Chemistry	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• Phlebotomy Practice</li> </ul>
12. Week TBD	Urinalysis	<ul style="list-style-type: none"> <li>• Handout - Reading</li> <li>• Complete Assigned Questions</li> <li>• UA Practice</li> </ul>
13. Week TBD	Core Lecture Practice	Quiz
14. Week TBD	Core Lecture Practice	Quiz
15. Week TBD	Core Lecture Practice	Quiz
16. Week TBD	Core Lecture Practice	Quiz