



CHMG Certified Medical Assisting Academy Syllabus 2024 Cohort 4



Meeting Days: Mon-Fri
Meeting Times: 8 am -5pm

Instructor Name: Tammy King, RN MSN
Phone: 336-908-0566
E-mail: Tammy.king@conehealth.com

Full Course Description

This is an eight-month course designed to train and prepare students to sit for the Certified Medical Assisting Exam. Throughout this course you will cover all aspects of medical assisting which include office procedures, insurance, patient care, medical terminology, ethics, anatomy and physiology, dosage calculations, pathophysiology, psychology, clinical skills, and testing.

Prerequisites

There are no prerequisites for this course.

Learning Outcomes

After successful completion of this course, you will be able to:

1. Identify and pronounce terms using medical terminology
2. Identify, draw, and label anatomical structures and functions.
3. Identify and explain deviations of abnormal anatomical structures and pathophysiology.
4. Identify ethical issues within the medical setting.
5. Perform clinical task such as EKG, phlebotomy, administering injections and vital signs.
6. Perform dosage calculations and prepare medications
7. Maintain industry standards of quality control and safe principles in the medical office.
8. Master clinical and administrative duties performed by CMAs in preparation to sit if CMA exam.

Required Texts

*Beaman, Routh, Papazian-Boyce, Maly & Nguyen. **Pearson's Comprehensive Medical Assisting: Administrative and Clinical Competencies 5th Edition Electronic***

Course Assignments and Grading

Throughout the course you will have several assignments that correlate to information discussed in class. These assignments are designed to help you master the content and prepare for CMA exam.

Class Participation

To get the most out of this course class participation is imperative. You will be expected to interact during lecture and lab sessions.

Quizzes

Be prepared to respond briefly through journaling, and quizzes, on the assigned material frequently during the semester. If you are keeping up with the reading, the quizzes will be an excellent way to gauge your understanding of the course material. However, if you miss class or arrive tardy when the quiz is given, you cannot make it up later. Familiarize yourself thoroughly with topics and concepts discussed in class. Be sure to look up the definitions for words you do not understand.

Assignments

Homework and workbook/Pearson electronic assignments will be assigned throughout the course on a daily and weekly basis. Some assignments will be submitted via Canvas as instructed. You are responsible for your weekly assigned reading and managing your time. This course will cover many chapters throughout the book and staying on task is important. Your comprehension of the assigned reading will reflect in your grades. If there are subjects in which you need additional assistance from the instructor, please be sure to inform and schedule individual time for review. It is always best to stay on task rather than to fall behind the class schedule.

Group Work

Occasionally we will work in groups to complete assignments for activities. Each group will work together to complete the requested activity. All members of the group are expected to participate in development and writing responses to the assignments. ***Only one grade will be assigned for group work.***

Class Participation/Weekly activities/Homework:

Class participation is required to demonstrate evidence of incorporating assigned readings into thoughtful discussion on the class topic. Students are expected to complete all assignments and answer the prompts (questions) by the due dates listed. Submission by the due date/time is required to receive full participation credit. Homework activities are completed in the electronic workbook which provides the dates of access and restriction. An electronic time stamp will be attached to all assignments completed.

Clinical/Externship Journal Entries

Each student will be required to complete a daily journal entry via CANVAS. Your entry should be reflective of the duties you completed, preceptor comments/concerns, and any clinical observations. Include any areas of concern with your clinical skills and your plan to increase competence. Journal entries are class grades during externship and require detailed information. Specific information will be discussed and provided prior to externship.

Completion of phlebotomy training and laboratory hours are required to complete this course and qualify for the National Healthcareer Association certification exam. Venipuncture logs will be provided and require detailed information related to competency.

Discussion Boards

These assignments are setup to help you journal your classroom studies and special assignments. All initial postings should be reflective of the subject and response of at least 150 words and no more than two hundred. Responses must be submitted before midnight on the date of the assignment and contain at least fifty words. Each student is expected to respond to two of your peers within 1 day of the assignment. Please submit your work in CANVAS under the discussion board topic and make sure your document has been proofed for errors.

Skills Lab

Labs are designed to help you master the hands-on learning. Attendance is mandatory and missed lab days will affect not only your performance but your grade. You **will not** be allowed to attend externship until your skills are passed.

Exams

Lecture exams will be administered throughout the course. They will consist of True/False, Multiple Choice, Extra Credit and Short Answer questions.

Quizzes

Quizzes will be administered throughout the course. The quizzes are designed to assess your comprehension of the material covered and to prepare you for the final exam.

Final Exam

The final exam will consist of True/False, Multiple Choice, Extra Credit and Short Answer questions. The final exam is comprehensive and weighs at **20% of your final grade**.

Evaluations and Grading Scale

All grades will be posted on Canvas. You are strongly encouraged to check your scores in canvas regularly. A final letter grade will be assigned based on percentages. **To successfully pass this course you must obtain a letter grade of C or better. Anything below 70 is considered failing. You will not be allowed to sit for the certification exam.**

Assignment Weights	Percent
Class Participation	5%
Quizzes	15%
Assignments	20%
Discussion Boards	10%
Skills Lab	15 %
Exams	20%
Final Exam	15 %
Total	100%

Grading Scale	Letter Grade
90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
0 - 59%	F

Assignment Weights changed on 5-15-2024

Course Policies and Procedures

Attendance Policy

When you miss class, you miss vital information. Due to the fast pace, you may miss a large amount of covered material. If you are absent, **you are responsible** for learning material covered in class. If you have an excused absence, you will be permitted to make up coursework or complete an equivalent assignment agreed upon with the lead instructor. Being absent does not extend deadlines for course material.

This course abides by the Cone Health Attendance Policy. (See policy under share point) Please arrive promptly since we follow the attendance rule using KRONOS. No overtime is permitted as instructed by Cone Health Policy.

To arrange scheduled absences that can be anticipated at the start of the term, you should:

- Submit a request in writing (email is acceptable) stating the dates of the anticipated absence no later than the end of the second week of the course.
- Explain the reason for absence. In some cases, documentation may be required.
- Include any request for make-up work.

To arrange excuses for absences that cannot be anticipated at the start of the term, (e.g., legal proceedings or illness), you should, at the first opportunity, submit in writing a request stating:

- The date of absence
- The reason for absence. In some cases, documentation may be required.
- Any request for make-up work as soon as reasonably possible after you become aware of the need to be absent.

We will follow the CHMG rule for inclement weather and class may be held via Web-ex or CANVAS. A CMA Cohort 4 Calendar will be placed in Outlook for approved absences only. Request must be submitted in advance and approved by the lead instructor.

Academic Integrity

You are expected to practice the highest possible standards of academic integrity. Any deviation from this expectation will result in a minimum academic penalty of your failing the assignment and will result in additional disciplinary measures. This includes improper citation of sources, using another student's work, and any other form of academic misrepresentation.

Academic integrity is the commitment to and demonstration of honest and moral behavior in an academic setting.

Definitions of Violations

These definitions do not represent a complete list of violations of academic integrity; rather, they are intended to provide a general range of conduct which constitutes violations.

1. Plagiarism

Submitted work should be one's own work and it should properly acknowledge ideas, facts, the progression of thought or reasoning, and words from others. Plagiarism is intellectual theft in which

the plagiarist presents work done by others—in writing or orally—as his or her own work. Plagiarism is the failure to reference and acknowledge the ideas and words of others properly and appropriately. This includes website material used in written, oral, or multi-media presentations.

Examples of plagiarism include:

- Using direct quotations without quotation marks or proper citation.
- Paraphrasing without proper citation.
- Making only minor changes to an author's words or style.
- Insufficiently acknowledging sources.
- Using the pattern, structure, or organization of an author's argument or ideas without proper citation.
- Failing to cite sources for uncommon facts or knowledge.
- Working with another student on a project but failing to put both names on the final product.
- Having someone else re-write or heavily edit a paper.

2. Cheating

Honesty involves presenting one's own level of knowledge as accurately as possible. Misrepresenting or providing false information in any matter of academic achievement or work is cheating.

Examples of cheating include:

- Possessing, copying, or any sharing of exam questions or answers.
- Having another person take an exam for you.
- Using notes, books, and other unauthorized materials in closed-book examinations.
- Presenting work done by others as one's own.
- Fabricating text, sources, or citations.
- Unauthorized altering of graded work after it has been returned, then submitting it for regrading.
- Signing another person's name on an academic exercise or attendance sheet.
- Collaborating on any assignments such as homework, take-home exams, or projects in which the instructor does not allow collaboration.
- Talking or sharing test/quiz answers during the testing.

3. Misrepresentation of Academic Experiences, Ability, or Effort

One is expected to present one's experiences, ability, or effort accurately and so that others may accurately assess those accomplishments. Providing false or misleading information concerning academic background or academic work is a violation of academic integrity.

Examples of misrepresentation include:

- Falsifying, altering, or presenting misleading information about the substance of an internship; the content of prior coursework; reasons for classroom absences, late work, or inability to meet course requirements; the level of effort on a group or solo assignment; submission or use of "invented" data, such as lab experiments or interviews.

- ***Performing skills during clinical, you have not been trained or checked off to perform by academy leader or phlebotomy instructor.***
- Submitting the same work in two or more course subjects without explicit permission from all instructors. Each student is required to sign the Academic Integrity Policy on all major work submitted for the course.

4. Cell phones and Electronic Devices

Use of your cell phone during class is prohibited. Texting is not permitted during class, lab, testing, or externship. If there is a need to consistently remind you of the cell phone use policy, *you will receive written counseling according to the Cone Health Policies and Procedures related to employee performance.* Use of cameras or any recording of class instruction or externship is prohibited. Recording in the classroom must be preapproved by the instructor.

You will be issued a Cone Health laptop that will be used during class and can be used at home to work on assignments. You are solely responsible for the assigned laptop and will be required to pay for repairs or replacement in the event of an incident. Please adhere my Cone Health internet policies and regulations.

5. Code of Conduct

We strictly abide by the policy for the Code of Conduct. (Mandatory to Review Policy). Policy will be reviewed during class orientation.

Cone Health is committed to complying with all applicable laws and regulations and demonstrating high ethical standards in all that we do. Compliance is the responsibility of all Cone Health team members. Cone Health team members include board members, executives, employees, vendors, independent contractors, students, researchers, medical professionals, volunteers, and business partners. Anyone who works for or on behalf of Cone Health is required to follow all applicable laws, policies, and this Code of Conduct.

Cone Health is committed to serving our communities by creating unsurpassed health care experiences. Cone Health's reputation for quality stems from providing exceptional patient care, as well as from the integrity of our business practices. In short, our core values dictate not only high standards of care for the people and communities we serve, but a resolute commitment to doing the right thing every time.

CMA ACADEMY COHORT 4 CONSENT OF READING 2024 SYLLABUS

I WILL ABIDE BY THE ACADEMIC INTEGRITY POLICY, CODE OF CONDUCT AND ALL POLICIES WRITTEN OR DISCUSSED WITHIN THIS SYLLABUS.

Student Signature_____

Student printed name_____

Date: _____

INSTRUCTOR VERIFICATION_____

DATE_____

POLICIES AND PROCEDURES FOR REVIEW

<https://conehealth.sharepoint.com/php.aspx>

Review the following policies:

- *Attendance Policy
- *Abbreviations, Approved
- ***Code of Conduct**
- *Communicable Disease Exposure /Illness
- *CHMG Clinical Orientation and Competency Evaluation
- *Compliance and Integrity
- *Infection Prevention Plan
- *ITS Information Security Training and Awareness Procedure
- *Laboratory Point of Care Testing Procedures
- *Maintaining Professional Boundaries
- *Medication Safety and High Alert Medications
- *Social Media
- *Safe Patient Handling
- *Verbal Orders
- *Workplace Accountability
- *Workplace Violence Prevention, Reporting, Actions and Support
- *Weapons

CHMG Medical Record Documentation Preparation

CHMG Medication and Handling and Administration

CHMG Clinical Staff Requirements in Cone Health Medical Group

CHMG Medical Emergencies in the Medical Office Setting