

NASSAU BOCES - ADULT EVENING PROGRAM
Joseph M. Barry Career & Technical Education Center
1196 Prospect Ave.
Westbury, NY 11590

COURSE OUTLINE

Course Name: **Medical Assisting**
Weeks: 14
Sessions: 28
Hours: 84
Days/Time: M/W 6:00-9:00 PM
Instructor: Denise Kirchner
Required Textbook: The Medical Assistant An Applied Learning Approach; Johnson
Prerequisites: None
Adult evening Office: (516) 622-6950

Course Overview:

This course focuses on medical office clerical routines, basic medical terminology and human anatomy. Students learn to prepare patients for examinations, set up trays and sterilize instruments. Three sessions will be devoted to an introduction to venipuncture, urinalysis and hematology.

Eligible Certificate Programs:

Medical Assistant Certificate: Medical Assisting PLUS one course in EKG or Phlebotomy that meets at least 132 total hours

Medical Assistant/Medical Secretary Certificate: Requires Medical Assisting, Phlebotomy, EKG, Medical Coding and Medical Billing for 312 total hours.

Eligible to take *AAAHP Certification* exam (American Association of Allied Health Professionals)

Course Topics

Session 1	Introduction to Medical Assisting
Session 2	Professionalism
Session 3	Medical Law & Ethics
Session 4	Medical terminology
Session 5	Medical terminology (cont'd)
Session 6	Vital Signs
Session 7	Vital Signs
Session 8	Vital Signs
Session 9	Anatomy & Physiology

Session 10	Anatomy & Physiology
Session 11	Medical Terminology
Session 12	Body Systems
Session 13	Body Systems
Session 14	EKG
Session 15	Anatomy & Physiology of the Heart
Session 16	Phlebotomy
Session 17	Injections & Immunizations
Session 18	Assisting with Physical Exams
Session 19	Hematology & Capillary blood drawing
Session 20	Urinalysis
Session 21	Urinalysis
Session 22	Anatomy & Disease of Kidneys
Session 23	Infection Control & Universal Precautions
Session 24	Medical History
Session 25	Medical History
Session 26	Business Administration
Session 27	Appointment Scheduling
Session 28	Insurance Processing