

LAKE LAND COLLEGE

Medical Assisting Bridge program

Course Descriptions

Clinical Skills (MAP 092):

This course prepares a CNA to perform the various clinical skill sets of the medical assistant.

On the first day of class the instructor will meet with each student and go over the basic CNA skills and the student will be checked off on these skills.

- Nutrition and wellness- label reading, patient education and health promotion
- Medical history- obtain patient history, formulate chief complaint, identify abnormal behavior patterns
- Physical exam assistance- assist with physical and specialty exams, demonstrate proper body mechanics,
- Sterilization and surgical instruments- identify common instruments, disinfection and sterilization techniques, autoclave
- Minor office surgery assistance- assist with minor office procedures, sterile field technique, demonstrate removal of sutures and staples
- Lab testing- safety measures in the lab, specimen collection, quality control measures
- Electrocardiogram- perform EKG's, recognize lethal rhythm strips
- Phlebotomy- identify problems associated with venipuncture, prepare and demonstrate a venipuncture, pediatric phlebotomy, proper handling of specimens after collection
- Emergency procedures- assist with medical emergencies, discuss general rules for emergencies, discuss common office emergencies.

Med Assist A&P (MAP 094):

This course covers all major body systems, structures, anatomy and physiology, medical terminology, common diseases and diagnostic testing associated with the body systems.

- Cells, skeletal, cardiovascular, urinary, respiratory, gastrointestinal, endocrine, reproductive, blood & lymph, nervous, and muscular.

Capstone (MAP 096):

This course covers managed care delivery systems, front office procedures, ethical and legal issues and test taking strategies and study techniques for the certification exam.

- Office interactions- office politics, workplace harassment, office safety, etc.
- Managed care delivery systems- discuss the different systems, terminology associated with various insurance types
- Front office processes- accounts payable, invoices, party claims, diagnostic coding
- Ethical and legal issues- scope of practice, negligence, HIPPA
- Exam review- test taking strategies, study techniques, online practice exams
- Essentials for employment- time management, professionalism, etc.

Pharmacology (MAP 084):

This course introduces concepts and applications of pharmacological principles, drug classifications, calculations of drug problems, and procedures of medication administration.

- Principles of pharmacology- identify drug name and categories, usual dosages and side effects, rules/ responsibilities regarding medication administration
- Pharmacology math- calculate dosages, identify parts of the drug label
- Medication administration essentials- demonstrate proper technique, administer oral medications, administer injections
- Pharmacology- learning the top 100 medication you will see in a medical office (what these medications are for, generic and brand name)