

**Hagerstown Community College
Medical Assisting Certificate Program
Curriculum Map**

Program Outcome	Course Outcome BIO 110 Human Biology	Course Outcome IST 102 Introduction to Information Technology	Course Outcome MAP 110 Introduction to Health Sciences Professions and Technology	Course Outcome MAP 102 Medical Terminology	Course Outcome MAP 105 Medical office Management & Billing
1. Provide appropriate patient care with respect for diverse cultures, values and beliefs.			Demonstrate understanding of ethnic, cultural and racial differences related to health care.		Identify and justify the importance of respecting cultural, religious, and age related values and beliefs.
2. Competently perform routine medical assisting procedures.	Relate fundamental knowledge of the human body in homeostasis to clinical applications and common medical disorders				Demonstrate basic knowledge of fiscal and administrative management of the medical office including health information management and computer applications.
3. Utilize appropriate standard precautions.			Demonstrate a basic understanding of infection control components.		
4. Exhibit professionalism in all communications and encounters with patients and the health care team.			Recognize basic concepts of professional communication in health care.	Demonstrate ability to build, define and correctly spell medical terms to insure accurate documentation.	Demonstrate ability to utilize appropriate oral, written, and electronic communication skills with appropriate medical language for patient care, documentation, and education.
5. Make critical decisions appropriate for the medical assistant.		Critically evaluate data through technology resources.			Demonstrate the ability to manage administrative requirements of the physician practice including patient scheduling, health information management, patient education and fiscal management.
6. Practice within the ethical and legal framework of the profession.			Describe basic understanding of ethical/legal guidelines for healthcare practice.	Demonstrate basic knowledge of medical terminology associated with body systems, signs and symptoms, diseases, disorders, treatments, procedures, and devices.	Demonstrate knowledge of legal and regulatory guidelines for maintaining patient confidentiality and for accurate and correct coding and billing of patient encounters.

Program Outcome	Course Outcome MAP 108 Medical Records Analysis & Coding	Course Outcome MAP 205 Diagnostic Laboratory Procedures for the Medical Assistant	Course Outcome MAP 210 The Clinical Medical Assistant	Course Outcome PLB 105 Phlebotomy
1. Provide appropriate patient care with respect for diverse cultures, values and beliefs.		Identify and justify the importance of respecting cultural, religious, and age related values and beliefs.	Identify and apply the significance of respecting cultural , religious , and age related values and beliefs.	
2. Competently perform routine medical assisting procedures.	Utilize current ICD-9-CM, CPT and HCPCS code books to accurately convert medical record source document information into codes for purposes of billing and reimbursement.	Demonstrate clinical competency by achieving a minimum score of 75% for each required clinical competency.	Demonstrate ability/competence while performing clinical skill set requirements.	
3. Utilize appropriate standard precautions.		Utilize all standard precautions and comply with all waste disposal requirements during the performance of CLIA waived tests.	Apply all standard precautions and sterile technique with proficiency for all clinical skill sets.	
4. Exhibit professionalism in all communications and encounters with patients and the health care team.		Demonstrate ability to utilize appropriate oral, written, and electronic communication skills for patient care, documentation, and education.	Using interpersonal skills , demonstrate ability to apply oral, written and electronic communication skills in documentation and education for patient care.	
5. Make critical decisions appropriate for the medical assistant.	Utilize knowledge of concepts of medical necessity, correct coding initiative guidelines, and documentation requirements to develop accurate and appropriate coding for a variety of clinical situations.	Demonstrate ability to recognize and address normal and abnormal test results for physician notification per policy.	Demonstrate using normal and abnormal signs and symptoms change in condition and report /record to physician per policy.	Describe appropriate responses to unexpected events that can arise during blood specimen collections while adhering to safety and quality guidelines.
6. Practice within the ethical and legal framework of the profession.	Apply knowledge of CMS reimbursement methodologies and documentation regulations to develop accurate and appropriate coding for a variety of clinical situations.	Employ knowledge of quality assurance requirements of CLIA waived testing including documentation and reporting.	Demonstrate knowledge of HIPPA Compliance and scope of practice including documentation and reporting.	

Program Outcome	Course Outcome MAP 217 Medical Assistant Externship	Course Outcome PLB 106 Phlebotomy Externship
1. Provide appropriate patient care with respect for diverse cultures, values and beliefs.	Demonstrate respect for cultural, religious, and age related values and beliefs.	
2. Competently perform routine medical assisting procedures.	Demonstrate competency by achieving a minimum score of 75% for the clinical and administrative competency section of the site evaluation.	
3. Utilize appropriate standard precautions.	Utilize all standard precautions and comply with all medical and surgical asepsis requirements and waste disposal requirements during the performance of clinical procedures.	Demonstrate familiarity with standard precautions, isolation procedures, needlestick safety, and quality assurance procedures.
4. Exhibit professionalism in all communications and encounters with patients and the health care team.	Demonstrate competency by achieving a minimum score of 75% for the professional competency section of the site evaluation.	
5. Make critical decisions appropriate for the medical assistant.	Apply appropriate ways to recognize and address normal and abnormal results, situations of potential abuse, or patient education needs for physician notification per policy.	
6. Practice within the ethical and legal framework of the profession.	Demonstrate ability to follow established ethical and legal guidelines for healthcare practice.	