

CTE Course Description and Standards Crosswalk

Course Information

Course Name	Medical Assistant
Course Number	84500
Number of High School Credits	1
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Medical Assistant
Date of district Course Revision	December 2015

Career & Technical Student Organization (CTSO)

CTSO embedded in this sequence	SkillsUSA/ HOSA
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Occupational Standards

Source of Occupational Standards	SkillsUSA
Names/Numbers of Occupational Standards	Medical Assisting (MA) 1.0-8.0; Medical Assisting: Health Occupations: Core Knowledge and Skills (MA-HOCKS); Medical Terminology (MT) 1.0-4.0

Registration Information

Course Description (brief paragraph – as shown in your student handbook or course list)	The Medical Assistant course will prepare students to assist doctors with clinical and administrative duties. Assistants greatly increase the efficiency in a medical office and are valuable members of a medical office team.
Instructional Topic Headings (please separate each heading by a semi-colon)	Medical Terminology, Medical Office Procedures, Medical Office Coding, Medical Insurance and Coding, Body Structure and Function, Clinical Medical Assisting, Clinical Procedures, CTSO Involvement, Employability Skills, Safety

Summative Assessments and Standards

Technical Skills Assessment (TSA)	Skills USA
Course addresses:	Medical Assisting
New Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Employability Standards	Yes

Employability Standards

Source of Employability Standards	State of Alaska
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Tech Prep

Current Tech Prep Articulation Agreement? (Y/N)	No
Date of Current Agreement	
Postsecondary Institution Name	
Postsecondary Course Name	
Postsecondary Course Number	
# of Postsecondary Credits	

Additional CTE Course Information

Author	
Course developed by	Gloria Clow
Course adapted from	
Date of previous course revision	n/a
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	N

Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
Identify and define Medical Terminology, including analysis of its roots and origins, anatomical, diagnostic, operative, and laboratory terminology of human body systems and selected medical specialties. Emphasizes spelling and pronunciation.	SkillsUSA MT 1.0, 2.0, 3.0, 4.0	HL 1	L.9-12.6 SL.9-12.1,2,6 RST.9-12.1,3, 4, 6, 7, 10	Math Practice 1	B2, 4	A2,5	Technical Skills	SkillsUSA or HOSA Competitions
Describe and discuss business aspects of medical offices and administrative duties of medical assistants, including: telephone and reception procedures, appointment scheduling, medical law and ethics, essentials of medical records, professionalism, and financial record keeping for the medical office.	SkillsUSA MA 1.0, 2.0, 3.0	HL 1, 2	L.9-12.6 SL.9-12.1,2	Math Practice 1, 4,5,6,7,8	B2, 4	A2,5	Technical Skills Technology	SkillsUSA or HOSA Competitions
Describe and discuss procedural and diagnostic coding in the ambulatory health care setting, including principles of medical coding, conventions and guidelines, importance of accuracy in coding, and an understanding of legal and ethical issues.	SkillsUSA MA 3.0	HL 1, 5, 6	L.9-12.6 SL.9-12.1,2, 4, 6 RST.9-12.1, 3, 4	Math Practice 1, 4, 6,7,8	B2, 4	A2,5	Technical Skills Technology Planning	SkillsUSA or HOSA Competitions
Discuss and examine health care reimbursement issues including the fundamentals of medical billing and the	SkillsUSA MA 2.0, 3.0	HL 1, 2	L.9-12.6 SL.9-	Math Practice 1,	B2, 4	A2,5	Technical Skills	SkillsUSA or HOSA

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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
reimbursement process, computerized patient accounting, and the submission and management of medical insurance claims.			12.1,2, 4, 6 RST.9-12.1, 3, 4	4,5,6,7,8			Technology Finance	Competitions
Identify, define and discuss biological principles as applied to human anatomy, physiology and genetics.	SkillsUSA MA 8; MT 1.0, 2.0, 3.0, 4.0	HL 1	L.9-12.6 SL.9-12.1,2, 4, 6 RST.9-12.1, 3, 4, 7, 10	Math Practice 1, 4	B2, 4	A2,5	Technical Skills	SkillsUSA or HOSA Competitions
Identify and define signs and symptoms of human diseases, discuss a systematic approach to the study of human diseases, etiology, and treatment of the more common diseases and clinical disorders.	SkillsUSA MA 4.0, 5.0, 6.0, 8.0	HL 1, 2, 3, 4	L.9-12.6 RST.9-12.1, 3, 4, 10	Math Practice 1, 4	B2, 4	A2,5	Technical Skills	SkillsUSA or HOSA Competitions
Identify, define and discuss clinical duties of medical assisting, including asepsis, infection control, vital signs, assisting with routine patient care, maintenance of the exam room and medical equipment.	SkillsUSA MA 4.0, 5.0, 6.0, 8.0	HL 1,2,3,4	L.9-12.6 SL.9-12.1,2, 4, 6 RST.9-12.1, 3, 4, 10	Math Practice 1, 4, 5, 6, 7, 8	B2, 4	A2,5	Technical Skills Health/Safety	SkillsUSA or HOSA Competitions
Identify, define and discuss clinical procedures including minor office surgery, administration of medications, CLIA-waived laboratory procedures, venipuncture, electrocardiography and emergency procedures.	SkillsUSA MA 4.0, 5.0, 6.0, 8.0	HL 1,2,4	L.9-12.6 SL.9-12.1,2, 4, 6 RST.9-12.1, 3, 4, 10	Math Practice 1, 4, 5, 6, 7, 8	B2, 4	A2,5	Technical Skills	SkillsUSA or HOSA Competitions
Investigate Careers in Medical Assisting, research job opportunities in Alaska.	SkillsUSA MA-HOCKS 7	HL 1	L.9-12.6 SL.9-12.1,2, 4, 6 RST.9-12.1, 3, 4, 10	Math Practice 1, 2, 3, 4, 5, 6, 7, 8	B2, 3, 4	A1-5,7 B1-5	Planning Technical Skills	Job Interview/ Portfolio

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Demonstrate safe use of tools and equipment in the workplace.	SkillsUSA MA-HOCKS 3	HL 3	L.9-12.6 SL.9-12.1,2, 4, 6 RST.9-12.1, 3, 4, 10	Math Practice 1, 4, 5, 6	B2, 4 C3	A2,6	Health/Safety	SkillsUSA or HOSA Competitions
Participate in CTSO (SkillsUSA, HOSA, BPA) practicing leadership skills.	SkillsUSA MA-HOCKS 7	HL 1, 2, 3, 4	L.9-12.3,6 SL.9-12.1,2, 4, 6 RST.9-12.1, 3, 4, 10	Math Practice 1, 4, 5, 6, 7, 8	B2, 4 E7,8	A1-7 B1-5	Planning Community Technical Skills Technology	SkillsUSA or HOSA Competitions
Learn, model and develop employability skills (punctuality, work ethic, integrity, honesty, etc).	SkillsUSA MA-HOCKS 7	HL 1, 2, 3, 4	L.9-12.6 SL.9-12.1,2, 4, 6 RST.9-12.1, 3, 4, 10	Math Practice 1, 4, 5, 6, 7, 8	B2, 4 E7,8	A1-7 B1-5	Planning Work Habits Technical Skills	SkillsUSA or HOSA Competitions

Instructional Resources

List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)

Pearson’s Comprehensive Medical Assisting; Beaman, Routh, et al; 3rd Edition
 Medical Assisting Administrative & Clinical Competencies; Blesi, Wise and Kelley-Arney; 7th Edition; Cengage Delmar