

Lesson 1 Checklist: The Medical Assisting Profession

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 1: The Professional Medical Assistant and the Healthcare Team

View

Online Lesson Presentations

Discuss

Discussion 1.1: Introductions

Lesson 2 Checklist: Health Records

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 2: Health Records

View

Online Lesson Presentation

Review

- Medical Specialties
 - What Is HIPAA?
 - Medical Law
 - The Medical Record
 - Front Office Tasks
 - Medical Billing
 - Medical Insurance Coding
-

Lesson 3 Checklist: Anatomy, Physiology, and Medical Terminology Review

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 3: Introduction to Anatomy and Medical Terminology

View

Online Lesson Presentations

Review

- Anatomy, Physiology, and Medical Terminology Overview
- Medical Terminology
- Common Medical Abbreviations and Acronyms

Lesson 4 Checklist: Infection Control

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 4: Infection Control

View

Online Lesson Presentation

Discuss

Discussion 4.1: Clinical Medical Assistant Professional Practice

Assignment

Assignment 4.1: Preparing for the Clinical Medical Assistant Career

Assessment

Quiz 4.1

Lesson 5 Checklist: Vital Signs

Read

Kinn's The Clinical Medical Assistant, 14e:

- Chapter 5: Vital Signs

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Online Lesson Presentation

Lesson 6 Checklist: Patient-Centered Care

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 6: Physical Examination
- Chapter 7: Patient Coaching
- Chapter 8: Nutrition and Health Promotion

View

Online Lesson Presentations

Review

- Medical History Form
- Body Mechanics
- Body Positions
- Communication in the Healthcare Setting
- Additional Nutrition Concepts
- Heart Healthy Eating and Nutrition Therapy

Lesson 7 Checklist: Minor Surgery

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 9: Surgical Supplies and Instruments
- Chapter 10: Assisting with Surgical Procedures

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Lesson 8 Checklist: Medical Emergencies

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 12: Medical Emergencies

View

Online Lesson Presentation

Discuss

Discussion 8.1: Safety in the Medical Office and Patient Communication

Assignment

Assignment 8.1: Internet Research for Safety in the Medical Office

Assessment

Quiz 8.1

Lesson 9 Checklist: Medication Administration

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 13: Principles of Pharmacology
- Chapter 14: Pharmacology Math
- Chapter 15: Administering Medications

View

Online Lesson Presentation

Review

- Peripheral Intravenous Procedures
 - Drugs in the Medical Environment
 - Drug Classifications
 - Medication Safety
 - Basic Math Supplement
 - Injections
-

Lesson 10 Checklist: Medical Specialties: EENT

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 16: Ophthalmology and Otolaryngology

View

Online Lesson Presentation

Lesson 11 Checklist: Medical Specialties: Dermatology

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 17: Dermatology

View

Online Lesson Presentation

Lesson 12 Checklist: Medical Specialties: Immunology and Allergies

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 18: Allergy and Infectious Disease
- Chapter 34: Microbiology and Immunology

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Lesson 13 Checklist: Medical Specialties: Gastroenterology

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 19: Gastroenterology Disease

View

Online Lesson Presentation

Lesson 14 Checklist: Medical Specialties: Orthopedics

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 20: Orthopedics and Rheumatology

View

Online Lesson Presentation

Discuss

Discussion 14.1: Diseases, Disorders, and Diagnostic Procedures

Assignment

Assignment 14.1: Patient Concerns and Questions

Assessment

Quiz 14.1

Lesson 15 Checklist: Medical Specialties: Neurology

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 21: Neurology

View

Online Lesson Presentation

Lesson 16 Checklist: Medical Specialties: Behavioral Health

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 22: Behavioral Health

View

Online Lesson Presentation

Lesson 17 Checklist: Medical Specialties: Endocrinology

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 23: Endocrinology

View

Online Lesson Presentation

Lesson 18 Checklist: Medical Specialties: Pulmonology

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 24: Pulmonology

View

Online Lesson Presentation

Lesson 19 Checklist: Medical Specialties: Urology and Male Reproduction

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 26: Urology and Male Reproduction

View

Online Lesson Presentation

Lesson 20 Checklist: Medical Specialties: Obstetrics and Gynecology

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 27: Obstetrics and Gynecology

View

Online Lesson Presentation

Lesson 21 Checklist: Medical Specialties: Special Populations

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 28: Pediatrics
- Chapter 29: Geriatrics

View

Online Lesson Presentations

Discuss

Discussion 21.1: Coping with Patient Challenges in the Specialty Office

Assignment

Assignment 21.1: Diseases and Disorders

Assessment

Quiz 21.1

Lesson 22 The Clinical Laboratory, Urinalysis, and Point-of-Care Testing

Read

Kinn's The Clinical Medical Assistant, 14e

- Chapter 30: Introduction to the Clinical Laboratory
- Chapter 31: Urinalysis

View

Online Lesson Presentation

Final Exam

Complete

Final Exam