

## Medical Science Careers – Medical Assistant (MA)

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**Description:** In our NEW, state-of-the-art learning lab and high-tech SIMS labs, the Medical Assistant program will provide you the opportunity to learn the language of doctors, nurses, and health care professionals.

In this program you will:

- Learn to take blood pressure, temperature, pulse, respiration, height, weight;
- Perform vision screening, patient positioning, emergency care/First Aid & CPR;
- Develop proper techniques for surgical scrub, instrument identification and use;
- Conduct office practices, effective communication, reception, filing, patient records;
- Learn medical transcription; Anatomy, physiology, medical terminology;
- Participate in field trips, clinical observations, guest speakers, community service and leadership activities.

**Competencies:** Anatomy, physiology and medical terminology; Disease pathology; Medical law and ethics; Laboratory techniques; Pharmacology and medication administration; Accounting, coding and insurance processing; Patient relations; Career exploration.

**Requirements:** Grades 11, 12.

**Cross-crediting:** .5 Health credit

**College Credit (TBD):** Curriculum is being aligned with LWTC Medical Assistant Program; students in WaNIC's MA program may earn up to 18 college credits through Tech Prep.

**Certification:** First Aid, CPR, HIV/AIDS, Medical Assistant certification preparation (3 additional college quarters).

Contact WaNIC with questions or to schedule a visit: [jeyoung@lwsd.org](mailto:jeyoung@lwsd.org) or 425-936-1462

**WaNIC Medical Assisting (MA)**  
Course Outline and Syllabus

- Health Care Systems
- Legal and Ethical Responsibilities
- Infection Control
- Medical Terminology
- Communications
- Appointments
- Medical Records
- Medical Mathematics
- Insurance and Coding
- Wellness and Nutrition
- Personal Qualities
- The Health Assistant
- Health Care Careers
- Anatomy and Physiology
- Human Growth and Development
- Safety Precautions
- HIV/AIDS Education
- Client Status
- CPR Methods
- Emergency Care/First Aid
- Pharmacology
- Admissions, Transfers, and Discharges
- Body Mechanics
- Physical Exams
- Nutrition
- Specimen Collection and Testing
- Phlebotomy
- Electrocardiography
- Ambulatory Surgery
- The Surgical Patient
- Special Populations
- Job Seeking Skills

# Medical Assisting (MA)

## Health Care Systems

1. **History of Health Care**  
Ancient Times, Middle Ages and Renaissance, Industrial Revolution and Modern Era
2. **Systems in Health Care**  
Systems Theory, Systems Theory in Health Care, National Health Care Systems
3. **Health Care Delivery Systems**  
Health Care Facilities, Government and Nonprofit Agencies, Organizational Structure, Health Care Trends
4. **Health Insurance**  
Health Insurance, Managed Care, Government Programs
5. **Health Care Systems Module Test**

## Legal and Ethical Responsibilities

1. **Civil and Criminal Law**  
Criminal Law, Civil Law and Torts, Civil Law and Contracts
2. **Privacy and Security**  
Introduction to HIPAA, Privileged Communication, Medical Records, Technology
3. **Advance Directives and Client Rights**  
Advance Directives, Client Rights
4. **Liability and Ethics**  
Reducing Liability, Ethics, Ethical Dilemmas
5. **Workplace Law**  
Discrimination, Wages, Benefits, and Leave, Safety
6. **Legal and Ethical Responsibilities Module Test**

## Infection Control (GLE 2.3.1)

1. **Introduction to Infection Control**  
Microorganisms, Infection, Asepsis, Hand Cleansing, Cleaning Equipment
2. **Standard Precautions**  
Standard Precautions, Gowns, Masks and Eyewear, Non-Sterile Gloves
3. **Transmission-Based Precautions**  
Transmission-Based Precautions, Transmission-Based Garments, Isolation Units
4. **Sterile Technique**  
Sterile Field, Sterile Gloves, Autoclave
5. **Infection Control Module Test**

## Medical Terminology

1. **Word Parts: Roots**  
Word Parts, Word Roots
2. **Word Parts: Suffixes and Prefixes**  
Suffixes, Prefixes, Combining Word Parts
3. **Abbreviations**  
General Abbreviations, Body System Abbreviations
4. **Anatomic References**  
Body Planes and Directions, Body Cavities
5. **Medical Terminology Module Test**

## **Communications** (GLE 3.2.1 – 3.2.2, 3.3.1)

1. **Basic Communication**  
Types of Communication, Communication Process
2. **Interpersonal Communication**  
General Guidelines, Group Communication, Directions
3. **Communication Barriers**  
Personal Barriers, Cultural Barriers, Physical Barriers, Environmental Barriers
4. **Communicating with Patients**  
Interaction, Education
5. **Documentation**  
Documents, Reporting
6. **Communication Technology**  
Telephone Skills, Other Technologies
7. **Media Influences**  
Evaluate and create health and fitness media
8. **Conflict Management**  
Effective conflict resolution
9. **Communications Module Test**

## **Appointments**

1. **Introduction to Appointments**  
Responsibilities, Appointment Books
2. **Scheduling Systems**  
Systems, Appointment Types
3. **Routine Appointments**  
New Patients, Established Patients, Unexpected Visitors
4. **Referrals**  
Physician Consultations, Outpatient Appointments, Hospitalization
5. **Managing Appointments**  
Reschedule Appointments, Practice-Management Software
6. **Appointments Module Test**

## **Medical Records**

1. **Medical Records**  
Introduction to Medical Records, Types of Medical Records, Electronic Medical Records
2. **Filing Equipment and Systems**  
Filing Equipment and Supplies, Filing Systems and Processes
3. **Alphabetical and Numerical Filing**  
Indexing, Alphabetical Filing, Numerical Filing, Cross-References
4. **Medical Records Management**  
New Medical Records, Maintaining Medical Records, Medical Records Retention
5. **Medical Records Module Test**

## **Medical Mathematics**

1. **Number Basics**  
Medical Mathematics, Number Basics

2. **Key Calculations**  
Ratios and Proportions, Estimating
3. **Measurement Systems**  
English System, Metric System, Apothecary System, Conversions
4. **Medications**  
Labels and Prescriptions, Dosages, Parenteral Medication
5. **Temperature and Time**  
Temperature, Time
6. **Charts and Graphs**  
Intake and Output Chart, TPR Graph
7. **Billing and Collections**  
Patient Invoice, Payment Methods, Billing and Credit, Collection Processes
8. **Bookkeeping**  
Bookkeeping Components, Bookkeeping Systems, Posting
9. **Medical Mathematics Module Test**

### Insurance and Coding

1. **Insurance**  
Insurance, The Assistant's Role, Managed Care Plans
2. **Government Programs**  
Medicare, Medicaid, Workers' Compensation, Military Carriers
3. **Coding**  
Coding, Diagnostic Coding, Procedural Coding
4. **Claims**  
The Claim Form, Claims Processing, Reimbursement, Legal Issues
5. **Insurance and Coding Module Test**

### Wellness and Nutrition (GLE 2.1.1, 2.3.2, 2.4.1 - 2.4.7, 3.1.1 – 3.1.3)

1. **Wellness**  
Wellness, Healthy Living
2. **Nutrition**  
Nutrients, MyPyramid, Food Groups
3. **Health Care**  
Choosing Providers, Physical Examination
4. **Stress and Planning for Wellness**  
Stress, Wellness Plan
5. **Keeping safe and Healthy**  
Conflict, technology, preventing injuries
6. **Substance Abuse**  
Drug, alcohol, tobacco use and treatment options
7. **Healthy Environment**  
Culture, family, environment
8. **Wellness and Nutrition Module Test**

### Personal Qualities

1. **Personal Characteristics**  
Appearance, Desirable Traits
2. **Health Care Team**  
Teamwork, Team Roles, Leadership

3. **Personal Management Skills**  
Time Management, Problem Solving
4. **Personal Qualities Module Test**

### **The Health Assistant**

1. **Health Assisting**  
Health Care Teams, Facilities, Education and Credentials
2. **Nursing**  
Nursing Care Delivery Models, The Nursing Process
3. **Qualities of Health Assistants**  
Personality Traits, Communication
4. **Infection Control and Safety Precautions**  
Infection Control, Safety Precautions, Violations
5. **Legal Conduct**  
Law, Scope of Practice, Privileged Communication
6. **Patient Rights and Code of Ethics**  
Informed Consent, Patient and Resident Rights, Ethics, Workplace Violence
7. **The Health Assistant Module Test**

### **Health Care Careers**

1. **Careers in Health Care**  
Health Care Careers
2. **Choosing a Career in Health Care**  
Career Decisions, Research Careers, Plan Career Path
3. **Health Care Careers Module Test**

### **Anatomy and Physiology**

1. **Introduction to Anatomy and Physiology**  
Basic Body Structure, Disease and Immunity
2. **Integumentary System**  
Integumentary System, Diseases and Disorders
3. **Skeletal System**  
Skeletal System, Diseases and Disorders
4. **Muscular System**  
Muscular System, Diseases and Disorders
5. **Nervous System**  
Nervous System, Diseases and Disorders
6. **Sensory System**  
Intro to the Sensory System, Vision, Hearing, Smell, Taste, and General Senses, Sensory System Diseases and Disorders
7. **Cardiovascular System**  
Cardiovascular System, Diseases and Disorders
8. **Lymphatic System**  
Lymphatic System, Diseases and Disorders
9. **Respiratory System**  
Respiratory System, Diseases and Disorders
10. **Digestive System**  
Digestive System, Diseases and Disorders
11. **Urinary System**  
Urinary System, Diseases and Disorders

## 12. **Endocrine System**

Endocrine System, Diseases and Disorders

## 13. **Reproductive System**

Male System, Female System, Reproductive System Diseases and Disorders

## 14. **Anatomy and Physiology Module Test**

### **Human Growth and Development** (GLE 2.2.1, 2.2.3)

#### 1. **Genetics**

Introduction, Genetics

#### 2. **Prenatal and Neonatal**

Prenatal, Neonatal

#### 3. **Childhood**

Infants and Toddlers, Early Childhood, Middle Childhood

#### 4. **Adolescence and Adulthood**

Adolescence, Early Adulthood, Middle Adulthood, Late Adulthood

#### 5. **Aging and Death**

Aging, Death and Grief, Mortuary Science

#### 6. **Human Growth and Development Module Test**

### **Safety Precautions**

#### 1. **Body Mechanics**

Body Mechanics for Workers, Body Mechanics for Patients, Patient Transfers

#### 2. **Safety Guidelines and Regulations**

Basic Guidelines, Greeting and Identifying, Government Regulations, Reporting Safety Hazards

#### 3. **Environmental Safety**

Food Safety, Fire Safety, Chemical Safety

#### 4. **Safety Precautions Module Test**

### **HIV/AIDS and Sexual Health** (GLE 2.2.2, 2.4.8, 2.4.9)

#### 1. **What are HIV and AIDS**

Causes and how HIV goes from person to person, Signs and symptoms of HIV and AIDS

#### 2. **How to counsel for HIV testing**

#### 3. **How to be safe in the workplace**

#### 4. **Legal and moral issues**

Confidentiality and emotional and social issues

#### 5. **Risky Behavior**

#### 6. **Birth control types**

#### 7. **STDs**

### **Client Status**

#### 1. **Vital Signs and Body Measurements**

Vital Signs, Body Measurements

#### 2. **Temperature**

Temperature, Glass/Mercury Thermometers, Oral Temperature, Tympanic Temperature

#### 3. **Pulse**

Pulse, Radial Pulse, Apical Pulse

#### 4. **Respiration**

Respiration

## 5. **Blood Pressure**

Blood Pressure

### **CPR Methods** (GLE 2.4.2)

1. **Basic Adult CPR**  
CPR Basics, Introduction to Adult CPR, One-Person Rescue, Two-Person Rescue
2. **Pediatric CPR**  
Introduction to Pediatric CPR, Child One-Person Rescue, Child Two-Person Rescue, Infant One-Person Rescue, Infant Two-Person Rescue
3. **Airway Obstructions**  
Introduction to Airway Obstructions, Adults and Children, Infants
4. **CPR Methods Module Test**

### **Emergency Care/First Aid** (GLE 2.4.2)

1. **Introduction to Emergency Care**  
Emergency Care
2. **Injury Care Techniques**  
Dressings and Bandages, Slings and Splints, Crutches
3. **Shock and Bone/Joint Injuries**  
Shock, Bones and Joints
4. **Wounds and Burns**  
Wounds, Burns
5. **Foreign Bodies and Poison**  
Foreign Bodies, Poison
6. **Extreme Temperatures**  
Heat Exposure, Cold Exposure
7. **Sudden Illnesses**  
Heart Attack, Stroke, Fainting, Diabetes, Seizures
8. **Emergency Care Module Test**

### **Pharmacology**

1. **Introduction to Pharmacology**  
Introduction to Pharmacology, Drugs
2. **Drug Safety**  
Legal and Safety Issues, Prescriptions and Abbreviations
3. **Preparing and Administering Medication**  
Calculating Dosage, Administering Medications
4. **Parenteral Medications**  
Preparing Syringes, Administering Injections, Intravenous Therapy
5. **Pharmacology Module Test**

### **Admissions, Transfers, and Discharges**

1. **Patient Concerns**  
Introduction, Patient Belongings
2. **Admissions**  
Baseline Assessment, Initial Examination, Examination Positions, Admissions
3. **Transfers and Discharges**  
Transfers, Discharges
4. **Admissions, Transfers, and Discharges Module Test**

## **Body Mechanics**

1. **Safety Guidelines**  
Body Mechanics, Equipment Safety
2. **Moving Patients**  
Pressure Ulcers, Moving Up In Bed, Turning and Logrolling, Dangling
3. **Positioning Patients**  
Basic Bed Positions, Chair Positioning
4. **Transferring Patients: Bed**  
Introduction to Transfers, Bed and Wheelchair Transfer, Bed and Stretcher Transfer
5. **Transferring Patients: Toilet and Vehicle**  
Wheelchair and Toilet Transfer, Wheelchair and Vehicle Transfer
6. **Body Mechanics Module Test**

## **Physical Exams**

1. **Introduction to Physical Exams**  
Physical Exams, Positions and Draping
2. **Eye and Ear Examinations**  
Visual Acuity, Auditory Acuity, EENT Exam
3. **Physical Examinations**  
Complete Physical Exam, Pediatric Exam
4. **Gynecological and Obstetrical Exams**  
Gynecological Exam, Prenatal Exam
5. **Physical Exams Module Test**

## **Nutrition**

1. **Optimal Nutrition**  
Nutrients, My Pyramid and Food Groups
2. **Diets**  
Basic Facility Diets, Therapeutic Diets, Other Dietary Considerations
3. **Intake and Output**  
Maintaining Fluid Balance, Recording Intake and Output, Calculate 24-Hour Intake and Output
4. **Nutrition Module Test**

## **Specimen Collection and Testing**

1. **Policies and Practices for Specimens**  
Introduction, Safety Precautions
2. **Collecting Urine Specimens**  
Routine Urine Specimen, Clean-Catch Urine Specimen, 24-Hour Urine Specimen, Pediatric Urine Specimen
3. **Straining and Testing Urine**  
Straining Urine, Urinalysis, Urine Pregnancy Test
4. **Stool Specimen and Tests**  
Stool Specimen, Testing Stool Specimen
5. **Cultures and Smears**  
Cultures and Smears, Throat Culture, Wound Culture, Sputum, Microscopes
6. **Specimen Collection and Testing Module Test**

## **Phlebotomy**

1. **Introduction to Phlebotomy**  
Introduction, Communication

2. **Skin Puncture: Microhematocrit and Hemoglobin**  
Skin Punctures, Microhematocrit, Hemoglobin
3. **Skin Puncture: Blood Glucose and PKU Test**  
Blood Glucose, PKU Test
4. **Venipuncture**  
Venipuncture, Equipment for Venipuncture, Order of Draw, Vacuum Tube Blood Collection, Troubleshooting
5. **Phlebotomy Module Test**

### **Electrocardiography**

1. **Anatomy and the ECG**  
ECG's and the Heart, Heartbeat and the ECG Cycle
2. **The Science of the ECG**  
How ECG's Work, ECG Leads
3. **Performing a Standard Resting ECG**  
Types of ECG's, Standardization, Artifacts, Automatic 12-Lead ECG
4. **Using ECG Recordings**  
Arrhythmias, Calculating Heart Rate
5. **Other Cardiac Tests and Equipment**  
Related Diagnostic Cardiac Tests, Holter Monitoring
6. **Electrocardiography Module Test**

### **Ambulatory Surgery**

1. **Ambulatory Surgery**  
Ambulatory Surgery, Infection Control, Surgical Instruments
2. **Preoperative Procedures**  
Preliminary Duties, Room Preparation, Patient Preparation
3. **Intraoperative Procedures**  
Local Anesthetics, Surgical Assisting
4. **Postoperative Procedures**  
Patient Care and Discharge, Room Cleanup, Follow-Up Care
5. **Ambulatory Surgery Module Test**

### **The Surgical Patient**

1. **Surgery**  
Surgery, Infection Control, Psychological Care
2. **Preoperative Care**  
Preoperative Care, Before the Day of Surgery, The Day of Surgery, Prepare the Skin
3. **Operative Care**  
Operative Care, Surgical Room, Sterile Tray
4. **Postoperative Care**  
Postoperative Care, Prepare the Postoperative Unit
5. **Compressive Garments & Breathing Exercises**  
Binders, Assist Breathing/Coughing, Elasticized Stockings
6. **The Surgical Patient Module Test**

### **Special Populations**

1. **Pediatric Patients**  
Introduction, Caring for Pediatrics, Health Conditions of Pediatrics

2. **Elderly Patients**  
Introduction, Effects of Aging, Caring for the Elderly, Special Needs of the Elderly
3. **Dealing with Death**  
Grief and Dying, Death and Postmortem Care
4. **Cognitively-Impaired Patients**  
Dementia, Caring for Dementia Patients, Mental Illness, Caring for the Mentally Ill
5. **Physically & Developmentally Impaired Patients**  
Physically-Impaired, Developmentally-Impaired
6. **Restraints**  
Using Restraints
7. **Special Populations Module Test**

### **Job Seeking Skills**

1. **Applications and Resumes**  
Job Openings, Application, Résumé
2. **Interviews and Resignation**  
Interview, Resignation
3. **Job Seeking Skills Module Test**