



**REGISTERED MEDICAL ASSISTANT  
PROGRAM  
DAY SCHEDULE  
FALL 2009**

The Registered Medical Assistant program is designed to prepare students for entry-level positions in private medical offices, hospitals, home health care agencies, nursing homes, clinics, and diagnostic centers.

Medical Assistants are key players in a health care team, performing clinical and administrative functions that keep health care delivery systems running smoothly. The duties of a Medical Assistant vary depending upon the location and size of the practice, and the physician's specialty. A Medical Assistant will perform clinical duties, which vary according to state law and include taking vital signs, drawing samples, explaining treatment procedures and preparing patients for examination. Medical Assistants will also perform many clerical duties, including updating records, arranging for hospital admission and laboratory services, and handling correspondence, billing, and bookkeeping.

The Registered Medical Assistant Certificate is a noncredit program. The length of the program is approximately two years including the clinical externship with classes in the evening and Saturdays. There is also a day schedule available. You must take all recommended courses to receive a certificate. Asnuntuck Community College also offers a children's reading room which provides daycare free of charge to daytime students. Children must be at least 3 years of age to attend.

You must have a high school diploma or GED to register for this course. You also must be 18 years of age. Students will be required to purchase required texts and materials, Stethoscope, Blood Pressure Cuff, and Scrubs.

Upon successful completion of class work, students will be eligible to become nationally certified as Registered Medical Assistants by American Medical Technologists which then qualifies the student to work in various doctors' offices and hospitals throughout the country. An RMA certification is one of the highest a medical assistant can hold. Visit them at [www.amt1.com](http://www.amt1.com) or by phone at 800.275.1268 to register and/or get your application for your certification exam.

### **Medical Assisting Lab Three**

This course focuses on advanced laboratory and clinical procedures. Medical and sterilization procedures are presented. Students will learn to set up sterile fields for surgery and learn the different types of sutures commonly used in the physician's office. The purpose of laboratory testing, types of tests, laboratory request forms, specimen collection, and storage procedures are discussed. Hands on practice will include various blood collection methods. Students will become familiar with general hematology tests performed in a medical office as well as the purpose of different hematology and chemistry testing. Basic microbiology including various culture collection methods is discussed, and the safe handling of microbiological specimens is stressed. This course meets for 8 weeks.



**CRN 3156 HMED M7069**

**Date: Tuesdays & Thursdays, July 28 - October 20, 2009 (no class 9/8)**

**Time: 12:30 -2:45p.m.**

**Instructor: Michele Howard- Swan**

**Fee: \$ 325.00**

**Room: 147**

### **Anatomy and Physiology I**

A comprehensive study of the structure and function of the human body and the integration of body systems. Includes study of macroscopic and microscopic anatomy and the principles involved in the physiology of the following body systems: integumentary, lymph, muscular, skeletal, articular, and nervous. This class meets for 16 weeks.

**CRN 3173 HMED M7072**

**Date: Monday & Wednesday, September 2 - December 30, 2009**

**(No class 9/7, 10/12, 11/25, 12/23)**

**Time: 12:30 pm - 2:30 pm**

**Instructor: Michele Howard- Swan**

**Fee: \$ 350.00**

**Room: 147**



### **Medical Terminology**

This course is designed for medical administrative office assistants, medical assistants, transcriptionist and medical billing specialist. Basic medical work roots, combining forms, suffixes, prefixes, and abbreviations are stressed. Emphasis is on spelling, definition, usage, and pronunciation.

***This class meets for 40 hours***

**CRN: 3415 HMED M7112**

**Date: Monday, September 14, 2009-Januray 4, 2010**

**Time: 9:00-11:30 a.m.**

**Fee: \$350.00**

**Instructor: Monique Milhomens**

### Keyboarding for Info.Processing

This is an introductory course stressing keyboard mastery and the development of proofreading skills. Students are introduced to business correspondence and simple forms, table, and reports. Basic understanding of Windows and Internet and in-depth coverage of popular word processing will be covered.

*This class meets for 40 hours*

CRN: 3414 HMED M7111

Date: Monday, September 14, 2009-January 4, 2010

Time: 12:00-2:00 p.m.

Fee: \$350.00

Instructor: Monique Milhomens

### Medical Assisting Lab One

In this course an emphasis will be placed on developing basic clinical skills such as measuring blood pressure, pulse, respiration, and temperature. Ear and eye clinical procedures such as irrigation and instillation will be presented. Students will be able to measure visual acuity with a Snellen eye chart. Students will learn how to chart chief complaints, obtain medical histories, document in the medical record, and ways of preparing patients for routine and specialty exams along with the proper manner of assisting during these exams. Basic concepts of radiology are reviewed. This course meets for 10 weeks.

CRN 3154 HMED M7067

Date: Monday & Wednesdays, September 30 - December 16, 2009

(no class 10/12 & 11/25)

Time: 9:00 a.m.-12:00

Instructor: Michele Howard- Swan

Fee: \$ 325.00

Room: 147



### Medical Billing and Coding

Students will develop an understanding of the medical insurance industry. Federal and private insurance plans will be discussed with an overview of managed care. ICD-9 and CPT coding will be presented. Students will also gain knowledge of computerized software billing programs. This class meets for 10 weeks.

CRN 3161 HMED M7084

Date: Tuesday & Thursday, October 6 - December 15, 2009 (no class 11/26)

Time: 10:30 a.m.-12:30 p.m.

Instructor: Michele Howard- Swan

Fee: \$ 325.00

Room: 147

### Medical Transcription & Document Production

Teaches the fundamentals of machine transcription and the development of medical reports, patient records, histories/physicals, and correspondence. In addition to gaining proficiency with transcribing equipment, students will learn the necessary terminology respective to the medical field. Grammar, spelling, punctuation, and proofreading are stressed. **\*\*Prerequisite: Keyboarding & Medical Terminology**

CRN 3221 HMED M7082

DATE: Tuesday & Thursday, October 27-December 10, 2009

(No class 11/26,12/24,12/31)

TIME 12:30 pm- 2:30 pm

FEE: \$350.00

INSTRUCTOR: Michele Howard-Swan

ROOM: 150



### **Medical Assisting Principles and Psychology**

This course is an overview of ethical and psychological concepts for medical assistants. The course introduces the professional aspects of medical assisting, human relations, communication skills needed to deal with patients, and telephone

techniques. Legal issues such as malpractice will be discussed. The legalities and ethical behavior associated with health care are discussed with emphasis on the legal and ethical responsibilities of the medical assistant. This course meets for 10 weeks.

**CRN 3157 HMED M7074**

**Date: Tuesday & Thursday, December 17 -February 25, 2010 (no class 12/24&12/31)**

**Time: 9:00 a.m.-11:00 am**

**Instructor: Michele Howard- Swan**

**Fee: \$ 325.00**

**Room: 147**

### **Medical Assisting Lab Two**

In this course, students will learn the physical and chemical aspects of urinalysis. Basic electrocardiography is taught while the students learn how to perform EKGs. Basic concepts of pharmacology will review major drug categories and their clinical use. The proper technique for administration of intradermal, subcutaneous, and intramuscular injections will be discussed. This course meets for 10 weeks.

**CRN 3155 HMED M7068**

**Date: Mondays & Wednesdays December 21- March 3, 2010 (no class 12/23, 12/30)**

**Time: 9:00 a.m.-12:00**

**Instructor: Michele Howard- Swan**

**Fee: \$ 325.00**

**Room: 147**

### **Medical Assisting Office Procedures**

This course presents the student with a basic overview of administrative duties in a medical office. Students will become familiar with patient scheduling and office time management. Medical records management and confidentiality will be covered. Students will be introduced to basic billing and financial management. Insurance concepts and procedures are also covered. This course meets for 8 weeks.

**CRN TBA HMED M7070**

**Date: Monday & Wednesdays, January 6, 2010 - March 10, 2010**

**Time: 12:30 p. m. - 2:30 p.m.**

**Instructor: Michele Howard- Swan**

**Fee: \$325.00**

**Room: 147**



### **Medical Law and Ethics**

Students will develop an understanding of dealing with patients within a professional code of ethics.

The legal and ethical responsibilities of health care practitioners are presented. Emphasis is on confidentiality, medical malpractice, physician's rights and responsibilities, and controversial topics such as abortion, with-holding life support, and euthanasia. This class meets for 13 weeks.

**CRN TBA HMED M7083**

**Date: Tuesdays & Thursdays, January 19, 2010 - March 18, 2010**

**Time: 9:00 pm - 11:00 a.m.**

**Instructor: Michelle Howard -Swan**

**Fee: \$325.00**

### **Clinical Externship (180) hours**

In this course you will work with a coordinator to start and complete your externship for the Medical Assistant course at local area facilities. This course is mandatory to complete your Medical Assistant Certificate.

**CRN 3159 HMED M7071**

**Date: TBA**

**Time: TBA**

**Instructor: Michele Swan**

**Fee: \$325.00**

### BLOCK ONE

<b>Lab One</b>  9 – 12  9/30/09 – 12/16/09  No class 10/12, 11/25	<b>Medical Billing</b>  10:30 – 12:30  10/6/09 – 12/15/09  No class 11/26	<b>Lab One</b>  9 – 12  9/30/09 – 12/16/09  No class 10/12, 11/25	<b>Medical Billing</b>  10:30 – 12:30  10/6/09 – 12/15/09  No class 11/26
<u><b>Anatomy and Physiology</b></u>  9/2/09 – 12/30/09  12:30- 2:30  No class 9/7, 10/12, 11/25, 12/23	<u><b>Lab 3</b></u>  12:30 – 2:45  7/28/09 – 10/20/09  No class 9/8	<u><b>Anatomy and Physiology</b></u>  9/2/09 – 12/21/09  12:30- 2:30  No class 9/7, 10/12, 11/25, 12/23	<u><b>Lab 3</b></u>  12:30 – 2:45  7/28/09 – 10/20/09  No class 9/8

### BLOCK TWO

<u><b>Lab Two</b></u>  9 - 12  12/21/09 – 3/3/10  No class 12/23, 12/30	<u><b>Psychology</b></u>  9 – 11  12/17/09 – 2/25/09  No class 12/24, 12/31	<u><b>Lab Two</b></u>  9 - 12  12/21/09 – 3/3/10  No class 12/23, 12/30	<u><b>Psychology</b></u>  9 – 11  12/17/09 – 2/25/09  No class 12/24, 12/31
<b>Medical Office Procedures</b>  12:30 – 2:30  1/6/09 – 3/10/09	<u><b>Medical Transcription</b></u> 12:30-2:30 10/27/09 – 1/12/10 No class 11/26, 12/24, 12/31 <b>MEDICAL ETHICS</b> 11:30-1:30 1/19/10-3/18/10	<b>Medical Office Procedures</b>  12:30 – 2:30  1/6/09 – 3/10/09	<u><b>Medical Transcription</b></u> 12:30 – 2:30 10/27/09 – 1/12/10 No class 11/26, 12/24, 12/31 <b>MEDICAL ETHICS</b> 11:30-1:30 1/19/10-3/18/10