

**Advisory Committee Spring 2019 Meeting  
Medical Assisting**

Vernon College – March 28, 2019 Century City Room 115 at 5:30pm

Alex Horvath – Chair  
Crystal Ojeda – Vice Chair  
Andy Kethersid – Recorder

**Members Present:**

Reisa Johnston – Vernon College  
Anthony Patterson – Workforce Solutions  
Alex Horvath – Eva Horvath, PLLC  
Hope Ayala – Vernon College  
Jillian Farrell – Workforce Solutions  
Anna Dallas – United Regional Physician’s  
Group

**Facility and Staff Present:**

Christina Feldman – Director of Continuing  
Education  
Justin Sanders – CE Coordinator of Allied  
Health  
Shana Drury – Dean of Instructional  
Services  
Mollie Williams – Administrative Assistant  
to Dean of Instructional Services  
Holly Scheller – Coordinator of Marketing  
and Community Relations  
Elizabeth Crandall – Vice President of  
Instructional Services

**Members Absent:**

Sukie Desire  
Crystal Ojeda  
Xochitl Pruit

*Shana Drury explained the Medical Assisting program at Vernon College is moving from continuing education to a certificate of completion. The program has been successful in the past. Moving the program to the credit side will help the students in many ways. The program will last nine months and students will have their certified clinical medical assistant license and their phlebotomy certification. The program will be offered at night at Century City and in the Vernon campus. The program will have a max of 16 students offered on eight week terms.*

*Alex Horvath led the meeting into the new business.*

**Review program curriculum:**

## Medical Assisting Program, Certificate of Completion Level 1

CIP 51.0801

Instructional Location - Century City Center

Probable Completion Time – 9 months

## Requirements

<b>MDCA 1309</b>	Anatomy and Physiology for Medical Assistants	3
<b>MDCA 1205</b>	Medical Law & Ethics	2
<b>MDCA 1313</b>	Medical Term	3
<b>MDCA 1321</b>	Administrative Procedures	3
<b>MDCA 1302</b>	Human Disease/Pathophysiology	3
<b>MDCA 1348</b>	Pharm & Admin of Medications	3
<b>PLAB 1323</b>	Phlebotomy	3
<b>MDCA 1260</b>	Clinical MA (day)	2
<b>MDCA 1254</b>	Medical Asst Cred Exam Review	2
<b>MDCA 1417</b>	Procedures in a Clinical Setting	4
	<b>Total Credit Hours:</b>	<b>28</b>

## Verification of Capital Workplace Competencies:

MDCA 1309 Anatomy and Physiology - Emphasis on structure and function of human cells, tissues, organs, and systems with overview of common pathophysiology.

Identify and correlate cells, tissues, organs, and systems of the human body; differentiate normal from abnormal structure and function; and differentiate all body systems, their organs, and relevant pathophysiology.

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MDCA 1205 Medical Law and Ethics- Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants in ambulatory care settings.

Define general legal terms as they apply to the practice of medicine in ambulatory care settings; differentiate between sources and types of law; identify the role of the medical assistant; explain governmental healthcare guidelines including patient rights and advanced directives.

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MDCA 1313 Medical Terminology - A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling,

pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms.

Define terms and abbreviations which apply to the structural organization of the body; analyze and identify terms and their components from a list, including prefixes, suffixes, roots, and combining forms; pronounce, spell, and define medical terms; and interpret the contents of a written patient medical scenario.

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MDCA 3121 Administrative Procedures - Medical office procedures including appointment scheduling, medical records creation and maintenance, interpersonal communications, bookkeeping tasks, coding, billing, collecting, third party reimbursement, credit arrangements, and computer use in the medical office.

Schedule appointments; create, document, and maintain patient medical records; correlate coding, billing, and collecting; perform bookkeeping tasks; utilize computer software for basic office functions; and demonstrate interpersonal communication skills.

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MDCA 1302 Human Disease/Pathophysiology - A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems.

Distinguish between normal and abnormal physiologic functions of all body systems; identify etiology, signs, and symptoms of diseases of all body systems; and correlate the prognosis, medical treatment, and procedures with patient morbidity and mortality.

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MDCA 1348 Pharmacology & Administration of Medications - Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant.

Prepare, administer, and document oral and percutaneous medications; calculate drug dosages for administration by standard routes for adult and pediatric patients; demonstrate inventory handling and storage; and adhere to governmental health care guidelines and biohazard protocols.

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PLAB 1323 Phlebotomy - Skill development in the performance of a variety of blood collection methods using proper techniques and standard precautions. Includes vacuum

collection devices, syringes, capillary skin puncture, butterfly needles and blood culture, and specimen collection on adults, children, and infants. Emphasis on infection prevention, patient identification, specimen labeling, quality assurance, specimen handling, processing, accessioning, professionalism, ethics, and medical terminology.

Demonstrate infection control and safety practices; describe quality assurance as it relates to specimen collection; explain the role of specimen collection in the overall patient care system; identify collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents; demonstrate venipuncture and capillary puncture techniques on adults, children, and infants; and explain requisitioning, transport and processing.

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MDCA 1254 Medical Assisting Credentialing Exam Review -A preparation for one of the National Commission for Certifying Agencies (NCCA) recognized credentialing exams.

Develop time-management skills; apply study techniques; perform test-taking strategies for exams covering content of medical assisting courses.

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MDCA 1417 Procedures in a Clinical Setting - Emphasis on patient assessment, examination, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, office clinical procedures, and other treatments as appropriate for ambulatory care settings.

Assist with routine and specialty office examinations and procedures including inventory control; perform medical and surgical asepsis and sterile techniques appropriate in ambulatory care settings; apply governmental health care guidelines; and respond to medical emergencies.

*After discussion, Alex Horvath asked for a motion to approve program as presented.*

*Jillian Farrell made motion to approve program as presented.*

*Anna Dallas seconded the motion.*

*The motion to approve program as presented passed.*

### **Program Outcomes:**

*Discussion and review took place among committee members regarding the program outcomes listed below.*

*Shana explained the program outcomes came from medical assisting when the program was offered as continuing education.*

1. Utilization of basic medical terminology regarding the human body in relation to functions and systems as well as medical office environments.
2. Proficiency in medical office operations and procedures.
3. Demonstrates efficiency in human relation skills; not limited to customer service, team work, employee relationships, diverse work environments/relationships, and all other professional relationships regarding the medical environment.
4. Recognizes and practices professional conduct, ethics, and patient confidentiality.
5. Applies theory, concepts and skills during clinical experience following all rules and regulations from Vernon College, the clinical site and state regulations.
6. Understands and explains the cardiovascular system.
  
7. Completes 10 EKG procedures successfully.

*Reisa Johnston asked if number seven needs to be revised. Shana Drury confirmed that seven will need to be revised.*

*Reisa Johnston suggested that a new program outcome be “Demonstrates proficiency in application of pharmacological principles.”*

*After discussion, Alex Horvath asked for a motion to approve program outcomes with revisions. Reisa Johnston made motion to approve program outcomes with revisions. Jillian Farrell seconded the motion.*

*The motion to approve program outcomes passed with revisions.*

### **Workplace Competency:**

National Credentialing Exams; Certified Clinical Medical Assistant, Certified Phlebotomy Technician.

*Alex Horvath asked for a motion to approve workplace competency.*

*Hope Ayala made motion to approve workplace competency as presented.*

*Anna Dallas second the motion.*

*The motion to approve workplace competency as presented passed.*

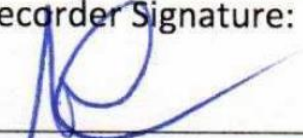
*Shana asked the committee how they feel about moving this program to the credit side.*

*Alex claimed doing this will add more power behind the program.*

*Reisa said she likes that it gives the students more options on getting into the program with financial aid.*

*Shana explained more opportunities open up to students this way. They can qualify for the new beginning program that helps single parents that provide child care, textbooks or gas reimbursement. It also opens up more funding with the workforce, region 9 and catholic charities.*

Adjourn 6:00 PM

Recorder Signature: 	Date 4/2/19	Next Meeting
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