GAVILAN COLLEGE
5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: AH 284 DIVISION: 40 ALSO LISTED AS:

TERM EFFECTIVE: Summer 2026 CURRICULUM APPROVAL DATE: 03/10/2026

SHORT TITLE: MEDICAL ASSISTING - CLINICAL

LONG TITLE: Certified Medical Assisting - Clinical

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours/Units
5	18	Lecture:	0	0
		Lab:	15	270 / 5 Units of Lab
		Other:	0	0
		Total:	15	270

Out of Class Hrs:	000.00
Total Learning Hrs:	270.00

COURSE DESCRIPTION:

This course provides the clinical portion of the curriculum that includes a basic introduction to administrative and clinical medical assisting practices. It emphasizes the principles and understanding of skills necessary to perform basic administrative and clinical medical assisting practices safely and effectively including specialty procedures and treatments. It includes American Heart Association CPR certification, and proficiency in injection and blood withdrawal/venipuncture technique. This course, along with AH 283, the theory portion of the Certified Medical Assisting (taken concurrently), will provide sufficient training to enable a student to work in both the front and back office. Upon successful completion of AH 283 and AH 284, the student will be eligible to take the California Certified Medical Assistants (CMA) exam.

COREQUISITES:
AH 283

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES
L - Standard Letter Grade

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

03 - Lecture/Laboratory

04 - Laboratory/Studio/Activity

STUDENT LEARNING OUTCOMES:

By the end of this course, a student should:

1. Apply legal, ethical, and professional standards, including HIPAA, scope of practice, and regulatory requirements in the delivery of safe and compliant medical

assisting care.

2. Demonstrate effective communication and patient centered care through culturally competent verbal, nonverbal, and electronic communication strategies.

3. Perform essential administrative and clinical procedures including EHR use, scheduling, billing and coding, laboratory testing, vital signs, pharmacology, and

specimen collection, according to established safety and quality standards.

4. Integrate knowledge of anatomy, physiology, disease processes, pharmacology, nutrition, and emergency response to support patient education, health

promotion, and clinical decision making.

COURSE OBJECTIVES:

By the end of this course, a student should:

1. Apply effective verbal and nonverbal communication techniques, assess communication barriers, and evaluate culturally competent approaches to patient

interactions, including telehealth settings.

2. Analyze the structure and function of body systems across the lifespan and correlate common diseases with their etiology, signs, symptoms, diagnostic

procedures, and treatment options.

3. Demonstrate proper techniques for injections, venipuncture, CLIA-waived testing, medication administration, dosage calculation, CPR, first aid, and emergency

response interventions.

4. Evaluate infection control measures, PPE use, biohazard disposal procedures, workplace safety standards, and emergency preparedness plans in ambulatory

healthcare environments.

5. Apply knowledge of third-party insurance plans, medical billing and coding systems, reimbursement processes, scheduling methods, and electronic health record

(EHR) systems to simulated healthcare scenarios.

6. Analyze compliance reporting procedures, public health statutes, scope of practice, standards of care, fraud and abuse regulations, and professional ethical

principles in medical settings.

COURSE CONTENT:
Curriculum Approval Date: 03/10/2026
270 hours
Introduction to Course
Review class policies
The Medical Assistant
Introduction to Course
Review class policies
The Medical Assistant
Members of Health Team
Types of Settings
Medical Ethics
Medicine & the Law
Medical Practice
Legal Responsibilities of the Medical Assistant
Patient Reception Area
HIPPA
Informed Consent
Bio Ethics
Abuse
Documents
Safety
Accounting Practices
Charting
Cultural Diversity
Coping Skills for the Medical Assistant
Types of Stress
Common Symptoms
Abbreviations
Professional Fees and Charges
Medical Coding
Filing Medical Records
Care of Patients
Poor
Infants
Children
Adolescents
Adults
Senior Adults
Allocation of Scarce or Limited Medical Resources
Creating a Welcoming Environment
Americans with Disabilities Act
Types of Insurance
The Patient History and Documentation
Charting
Purpose of Medical History
Patient Intake & Interview
Electronic Medical Record

COURSE CONTENT(CONTINUED):
Vital Signs and Measurement
Importance of Accuracy
Temperature
Pulse
Respiration
Blood pressure
Introduction to Medical Terminology
Basic Word Structure
Pronunciations/Definitions
Pediatrics
What is Pediatrics?
Immunizations
Considerations for Vaccine Administration
Theories of Growth and Development
Pediatric Vital Signs
Child Abuse
Common Childhood Diseases
The Eye and Ear Assessment Procedures
Measure Distance-
Visual, Near Visual Acuity, Color Vision
Structure of the Ear/Audiometry
Performing Eye Instillation
Anatomy
The Male Reproductive System
Common diseases
Assisting with the Male Reproductive Exam
Female Reproductive System
Integumentary System
Nervous System
Anatomy
Musculoskeletal System
Respiratory System
Cardiovascular System
Gastrointestinal System
Urinary System
Administration of Medication/Routes
Common Abbreviations and symbols PO, ID, SQ, IM
Use of oxygen
Use of spirometry Testing
Signs and Symptoms of Respiratory Conditions
Peak expiratory flow rates
Common disease and illness
Digestive System
Signs/Symptoms of Digestive conditions
Diagnostic Tests
Performing fecal occult testing
Guaiac Slide Test

COURSE CONTENT(CONTINUED):
Developing the Hemoccult slide test
Bariatrics
Urinary System
Signs/Symptoms of urinary conditions
Diagnostic Tests
Urinary Catheterization
Collecting a specimen for transport to an outside laboratory
Cardiopulmonary Procedures
Diagnostic Imaging
Radiation Safety
Introduction to the Clinical Laboratory
CLIA
Types of tubes
Clinical Skills
EKG/ECG
Running a 12-Lead, Three Channel Electrocardiogram
Electrocardiograph
Applying a Holter Monitor
Spirometry Testing Measuring Peak & Flow Rate
Wounds, wound care, and the healing process
Solutions/creams/ointments
Dressings and Bandages
Clinical Skills
Changing dressings
Irrigating wounds
Suturing a laceration or repairing an incision
Removing sutures/staples
Applying sterile adhesive skin cleanser
Aspirating joint fluid
Urinalysis
Clean-Catch Midstream Specimen Collection Instructions
Collecting a 24-hour urine specimen
Chemical testing of urine with the multistix 10 SG Reagent Strip
Use of microscope
Prepare a urine specimen for microscopic Examination
Performing a Rapid Urine Culture test
Performing a Urine Pregnancy Test
Circulatory System
Blood Collection
Order of Draw
Phlebotomy
Anticoagulants, Additives, and Gels
Venipuncture ? Vacuum Tube Method
Specimen Collection
Venipuncture ? Butterfly method
Syringe Technique
Separating Serum from a blood specimen

COURSE CONTENT(CONTINUED):
Skin puncture – disposable semiautomatic lancet device Capillary Puncture
Hematology
Hematocrit
White and Red blood cell counts.
Prothrombin Time
Preparation of a blood smear for a differential cell count
Blood typing
Blood Chemistry and Immunology
Blood glucose measurement using the accu-check advantage glucose machine.
Continue practice blood collection via venipuncture, butterfly, etc
Screening for TB testing
Blood Chemistry tests
Performing cholesterol testing
Medical Microbology
Rapid Influenza Testing
Phlebotomy Clinical Skills Practice
Review
Administration of Medication and phlebotomy procedures
Employment Strategies
Clinical Skills Testing
CPR instruction
Injection, venipuncture and blood withdrawal skills testing.
Final Exam

METHODS OF INSTRUCTION:

Written assignments Return demonstrations Skill examinations

METHODS OF EVALUATION:

Skill demonstrations

Evaluation Percent 30

Evaluation Description

Students will perform skill demonstrations of medical assisting office skills.

Objective examinations

Evaluation Percent 40

Evaluation Description

Students will have skill and didactic evaluations to assess clinical competence with medical assisting skill/procedures.

Other methods of evaluation

Evaluation Percent 30

Evaluation Description

Students will do an externship with a performance evaluation completed.

REPRESENTATIVE TEXTBOOKS:

Kinn's The Clinical Medical Assistant, Brigitte Neidzwiecki, Julie Pepper, Elsevier, 2023 or a comparable textbook/material.

ISBN: 978-0323883139

Rationale: Teaches real-world clinical skills essential for a career in the modern medical office.

12 Grade Verified by: Publisher

Kinn's The Clinical Medical Assistant Study Guide, Brigitte Neidzwiecki, Julie Pepper, Elsevier, 2023 or a comparable textbook/material.

ISBN: 978-0443106583

Rationale: Teaches real-world clinical skills essential for a career in the modern medical office.

12 Grade Verified by: publisher

ARTICULATION and CERTIFICATE INFORMATION

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N
Classification: Y
Noncredit Category: Y
Cooperative Education: N
Program Status: 1 Program Applicable
Special Class Status: N
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: C
Course Control Number: CCC000659582
Sports/Physical Education Course: N
Taxonomy of Program: 120800
CIP: 510801