

### 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

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

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Out of Class Hrs:	000.00
Total Learning Hrs:	270.00

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**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 Hemocult 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 Microbiology

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: 513801