



Course Textbooks and Resources:

- Clinical Procedures for Medical Assistants 8th Edition, by Bonewit-West
- Workbook for Clinical Procedures for Medical Assistants 8th Edition, by Bonewit-West
- Medical Terminology Systems: A Body Systems Approach 6th Edition, by Gyls
- Medical Law and Ethics 4th Edition, by Fremgen
- The 7 Habits Of Highly Effective Teens, by Sean Covey
- HealthCenter 21



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MEDICAL CAREERS MEDICAL ASSISTING



THIS COURSE IS DESIGNED TO HELP YOU LEARN THE LANGUAGE OF DOCTORS, NURSES, AND HEALTHCARE PROFESSIONALS

IN OUR NEW, STATE-OF-THE-ART LEARNING LAB AND HIGH-TECH SIMS LABS, YOU WILL LEARN:

- Vital Signs
- CPR/First Aid
- Patient Screening Tests
- Exam Room Procedures
- Patient Exam Preparation
- Use and identification of medical instruments
- Infection Control

Course Description:

This course is designed to help you learn the language of doctors, nurses, and healthcare professionals in a new state-of-the-art facility.

In our new, state-of-the-art learning lab and high-tech SIMS labs, you will learn: Vitals; Nutrition; Treatment room procedures; Vision/Hearing screening; CPR/ First-Aid; Infection control; Patient positioning and draping. Instrument identification and use; Office practices including reception, patient records, medical transcription; Legal aspects of medicine; clinical observations, guest speakers, community service and leadership activities.

Certification:

First Aid, CPR, HIV/AIDS, Medical Assistant certification preparation (4 additional college quarters).



Course Objectives:

Upon successful completion of this course students will be able to:

Medical Terminology:

- Define and properly use prefixes and suffixes with roots and combining forms to build medical terms.
- Define medical terms; identify and correct misspelled medical terms.
- Spell medical words correctly after hearing them pronounced.
- Pronounce medical terms.
- Define and use medical abbreviations, signs, and symbols accurately.
- Locate and identify the organs within the body systems and define their basic functions.
- Define and correlate common diseases and conditions to appropriate procedures, treatments, and diagnostic tests.

Exam Room and Patient Prep:

- Obtain vital signs.
- Perform patient screening using established protocols.
- Apply critical thinking skills in performing patient assessment and care.
- Maintain growth charts.
- Perform hand washing.
- Prepare items for autoclaving.
- Perform sterilization procedures.
- Explain the rationale for performance of a procedure to the patient.
- Use reflection, restatement and clarification techniques to obtain a patient history.
- Report relevant information to others succinctly and accurately.
- Document accurately in the patient record.

Medical Law and Ethics:

- Demonstrate knowledge of medical law and bioethical issues.
- Demonstrate confidentiality practices for the medical office.

**The above comply with the AAMA
2008 Accreditation Standards.**



College Credit:

Curriculum is aligned with LWIT Medical Assistant Program; students may earn up to 13 college credits through Tech Prep.