

**Boston Reed College
Clinical Medical Assistant
Course Outline & Study Guide**

Module	<u>Reading Assignments:</u> Textbook & Workbook	<u>Math Focus:</u> Math Handout	Medical Terminology	On-Line Learning (Career Garden, Electronic Health Record (EHR), etc.)
<i>1st Class</i>	Pre-assessments, Course Overview, Intro to Medical Terminology		Part I – Intro to Medical Terminology	Assign: 1) Career Garden- Study Skills, 2) Online Intro To Medical Terminology
1	Chapter 2 Health Care Setting and Healthcare Team, Chapter 4 Therapeutic Communication Skills	<u>Review</u> Whole Numbers: Addition, Subtraction, Multiplication & Division	<u>Part II</u> - The Human Body in Health & Disease	<u>Due:</u> Study Skills; Assign: Read & Complete Workbook On-Line Chapter 18 Medical Insurance
2	Chapter 9 Emergency Procedures & First Aid, Chapter 10 Infection Control & Medical Asepsis	Review / Assign Decimals: Addition & Subtraction (pp. 7 & 19)	<u>Part II A</u> - Word Part Review	<u>Due:</u> Workbook Online Chapter 18, Read EHR: Chapter 3 Online Introduction & Set- up
3	Chapter 11 The Patient History and Documentation, Chapter 12 Vital Signs and Measurements, Chapter 13 The Physical Exam	<u>Review / Assign</u> Decimals: Multiplication & Division (pp. 7 & 19)	Part III- The Respiratory System	Assign: Career Garden- Customer Service, <u>Due:</u> Math- Decimals Add & Sub
4	Chapter 18 Examinations & Procedures of Body Systems	<u>Review / Assign</u> Fractions: Addition & Subtraction (pp. 15 & 19)	<u>Part IV-</u> The Muscular System	<u>Due:</u> Math- Decimals Mult & Div
5	Chapter 19 Assisting with Office / Ambulatory Surgery, Chapter 21 Rehabilitation & Therapeutic Modalities	<u>Review / Assign</u> Fractions: Multiplication & Division (pp. 15 & 19)	<u>Part V-</u> The Integumentary System	<u>Due:</u> Customer Service, <u>Due:</u> Math- Fractions Add & Sub
6- TBD	Chapter 25 EKG		<u>Part VI-</u> The Cardiovascular System	
7	Chapter 26 Safety & Regulatory Guidelines in the Laboratory, Chapter 30 Urinalysis, Chapter 31 Basic Microbiology	<u>Review / Assign</u> Percentages (p. 17 & 19)	Part VII- The Urinary System	<u>Due:</u> Math- Fractions Mult & Div
8	Chapter 36 Employment Strategies	<u>Review-</u> All Math to date	<u>Review-</u> All Terminology to date	Read EHR: Chapter 4 Online, <u>Due:</u> Math- Fractions Mult & Div
9	Review			
10	Mid-Term Exams			

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11	Chapter 22 Nutrition in Health & Disease, Chapter 23 Basic Pharmacology	<u>Review / Assign</u> Conversions (p. 27), Ratios (p. 19 # 7a-e)	Part VIII- The Digestive System	
12	Chapter 24 Calculation of Medication Dosage & Medication Administration (pp. 704-721)	<u>Review / Assign</u> Pill Medications (p.28- #1, 3, 4, 8, 9 & 10)	Part IX- The Nervous System	Assign: Career Garden- Difficult People, Due: Math- Conversions & Ratios
13	Chapter 24 Calculation of Medication Dosage & Medication Administration (pp. 721-759)	<u>Review / Assign</u> Liquid Medications (p.28- # 2, 5, 6 & 7)	Part X- Special Senses: Eyes & Ears	 <u>Due:</u> Math-Pill Medications
14	Chapter 7 Legal Considerations, Chapter 8 Ethical Considerations	<u>Review / Assign</u> Medications by Weight (p.28- #11 & 12)	Part XI- The Skeletal System	Assign: HIPAA Online Activity (20-Minutes), <u>Due:</u> Math- Liquid Medications, <u>Due:</u> Difficult People
15	Chapter 14 Obstetrics & Gynecology, Chapter 16 Male Reproductive System	<u>Review</u> Dosage Calculations	Part XII- The Endocrine System	 <u>Due:</u> Math- Medications by Weight
16	Chapter 15 Pediatrics, Chapter 17 Gerontology	<u>Review</u> All Post Midterm Math	Part XIII- The Lymphatic & Immune System	
17	Review			
18	Final Exams			