

SYLLABUS PART II
EDISON COMMUNITY COLLEGE
MED 120S-001FS MEDICAL ASSISTING CLINICAL PROCEDURES I

Instructor: Yvonne Koors, MHA, B.S., RMA[AMT]

Faculty Class qualifications: Master's in Healthcare Administration (The Ohio University) 2019 & Associate of Science: Medical Assisting (South College, Knoxville, TN) 2001.

Office Location: Room 104, Troy Campus

Office Hours: Fall 2026: Mondays 1 pm-3 pm, Tuesdays (Virtual) 9 am to 10 am, Wednesdays 12 pm to 3 pm

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Introduction to the course:

Syllabus, Blackboard, Assignments, Mind Tap, Labs, Vitals Sheet, Paper on Disease Prevention, Community Resource Competency, Weekly Quizzes, Final Exam, Email, Binders X2, Sign Paperwork, Facebook.

Textbook and other Information:

- Blesi, M. B., & Ferrari, V. B. (2026). *Medical assisting: Administrative & clinical competencies* (10 th ed.). Boston, MA: Cengage Learning. ISBN:9798214113586
- Cengage Mind-Tap: You will need to purchase an access code or an unlimited access code. Once purchased, use the following to access MindTap in Blackboard: ** Assignments are linked to your Blackboard.
- Watch with a second hand
- Blood pressure cuff and stethoscope.

Semester Holidays: Veterans Day- November 11, 2026 & Thanksgiving, November 26-30, 2026

****Please see Blackboard for chapter assignment details**

Times/Dates: MON/WED 08/24/26 to 12/9/26 from 8:00 am-9:50 am Room 104-Troy Campus

Weekly Breakdown	In-Class Work	Out-of-Class Work
Week 1 Due 8/30/2026	Introductions Discussion: Chapter 1 – The Medical Assistant, Healthcare Team and Medical Environment	Chapter 1 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 1 Quiz
Week 2 Due 9/6/2026	Quiz: Chapter 1 Discussion: Chapter 4 – Applying Communication Skills Competency: Verbal and Non-Verbal Communication Procedure 4-2: Coaching a patient regarding health maintenance, disease prevention, and treatment plans While considering diversity, Developmental Stages, and Communication barriers.	Chapter 4 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 4 Quiz
Week 3 Due 9/13/2026	Quiz: Chapters 4 Discussion: Chapter 31 – Infection Control and Medical Asepsis COMPETENCY: Medical Asepsis Hand Wash infection control applying and removal of gloves	Chapter 31 Assignments: Learn It Procedure Videos: (Handwashing and Alcohol-based Hand Rub Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 31 Quiz

Week 4 Due 9/20/2026	Quiz: Chapter 31 Discussion: Chapter 5: Understanding and Building Medical Terms by Body Systems Chapter 32 – The Medical History and Patient Screening Chapter 23 The Medical Record, Documentation and Filing Competency: Creating a Medical Record Filing Systems Patient History/Communication	Chapter 32 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 32 Quiz Chapter 23 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 23 Quiz
Week 5 Due 9/27/2026	Quiz: Chapters 5 & 32 & 23 Discussion: Discussion: Chapter 6: Anatomical Descriptors and Body Foundation Chapter 34: Preparing for Examinations Competency – positioning, draping, preparing and maintaining exam and treatment areas	Chapter 34 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 34 Quiz

Week 6- 8/10/18/2026	Quiz: Chapters 6 & 34 Discussion: Chapter 12: Respiratory System Chapter 13: Circulatory System Chapter 33 –Body Measurements and Vital Signs LAB: Measuring height and weight. Vitals (Temperature, Pulse, Respirations, Blood Pressure)	Chapter 12 Assignments Learn It Check Your Understanding (2) Chapter Review Questions Apply It Labeling Organs (3) Chapter 12 Quiz (2) Due 10/4/2026 Chapter 13 Assignments Learn It Check Your Understanding (2) Chapter Review Questions Apply It Labeling Organs (3) Chapter 13 Quiz (2) Due 10/11/2026 Chapter 33 Assignments Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 33 Quiz Due
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<u>Week 9</u> 10/25/2026	<u>CPR</u>	
<u>Week 10</u> <u>Due</u> 11/1/2026	<u>Quiz:</u> - Chapters 12, 13, & 33 <u>Discussion:</u> - Chapter 35-The Physical Exam <u>Competency –</u> - Prepare & Assist with Routine & Specialty Exams	Chapter 35 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 35 Quiz

Week 11 Due 11/8/2026	Quiz: Chapter 35 Discussion: Chapter 9: The Integumentary System Chapter 39: Geriatrics Labs: Annual Wellness Visit	Chapter 9 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Labeling Organs Chapter 9 Quiz (2) Chapter 39 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 39 Quiz
Week 12 Due 11/15/2026	Quiz Chapter 9 & 39 Discussion: Chapter 40: Mental Health Competency Research Due- Working within the Community	Chapter 40 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 40 Quiz

Week 13 Due 11/22/2026	Quiz: Chapter 40 Discussion: Chapter 18 – The Reproductive System Chapter 37-OB/GYN Examinations LAB: Preparing the patient for and Assisting with an exam (GYN)	Chapter 18 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Labeling Organs (2) Chapter 12 Quiz (2) Chapter 37 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 37 Quiz
Week 14 Due 11/29/2026	Quiz: Chapters 18 & 37 Discussion: Chapter 38-Pediatric Examinations Competency – pediatric exam immunization schedule head & chest measurements & growth chart	Chapter 38 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 38 Quiz Paper (Disease Prevention) DUE

Week 15 Due 12/6/2026	Quiz: Chapter 38 Discussion: Chapter 8: The Senses Chapter 36 – Examinations and Procedures of Body Systems (Sensory Only) LAB: Visual Acuity Testing, Ear Instillation & Irrigation, Eye Instillation, Audiometry	Chapter 8 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Labeling Organs Chapter 8 Quiz (2) Chapter 36 Assignments: Learn It Check Your Understanding (2) Chapter Review Questions Apply It Application Activity Critical Thinking Chapter 68 Quiz MOSS 36.1, 36.2, 36.3, & 36.4 Study for Final Exam
Week 16 Due 12/9/2026	COMPETENCY – Apical Pulse Radial Pulse and Respirations Measure Blood Pressure Complete Surveys Final Exam	

***Please note:** The schedule is subject to change as we progress due to the varying amounts of time for lab practices and competencies, etc.

Grading Scale A
90-100%

B 80-89%
C 70-79%
D 60-69%
F <60%

The categories below are weighted according to the percentages indicated to total your final grade for the course:

Paper = 5%
Assignments = 10%
Attendance=10%
Competencies=30%
Quizzes = 20% Final
Exam = 25%

100% of the competencies required in the MED courses must be passed with a grade of 80% or better. Achievement of the competencies" means that each student has successfully achieved 100% of the MAERB Core Curriculum psychomotor (skills) and affective (behavior) competencies taught within this course. Cognitive (knowledge) Core Curriculum domains are assessed by varying modalities such as, but not limited to; weekly quizzes, short answer questions, & discussion forums. The objective of the cognitive domains is to assess the student's level of critical thinking skills that will prepare them for their field of study as an entry-level Medical Assistant. The student will have three (3) attempts to pass each MED competency. If a student fails a competency in his/her first attempt, the skills will be practiced and reassessed at the next class meeting, or as determined by the instructor. A list of CAAHEP domains that will be assessed in this course are listed below.

CAAHEP Correlation

Cognitive:

I.C Anatomy and Physiology

1. Describe structural organization of the human body
2. Identify body systems
3. Describe: a. Body Planes; b. Directional terms; c. Quadrants; d. Body cavities
4. List major organs in each body system
5. Identify the anatomical location of major organs in each body system
6. Compare structure and function of the human body across the life span
7. Describe the normal function of each body system
8. Identify common pathology related to each body system including: a. signs; b. symptoms; c. etiology
9. Analyze pathology for each body system including: a. diagnostic measures; b. treatment modalities

III.C Infection Control

1. List major types of infectious agents
2. Describe the infection cycle including:
 - a. the infectious agent
 - b. reservoir

- c. susceptible host
 - d. means of transmission
 - e. portals of entry
 - f. portals of exit
3. Define the following as practiced within an ambulatory care setting:
- a. medical asepsis
 - b. surgical asepsis
4. Identify methods of controlling the growth of microorganisms
5. Define the principles of standard precautions
6. Define personal protective equipment (PPE) for:
- a. all body fluids, secretions and excretions
 - b. blood
 - c. non-intact skin
 - d. mucous membranes
7. Identify Center for Disease Control (CDC) regulations that impact healthcare practices

XII.C Protective Practices

5. Recognize the elements of oral communication using a sender- receiver process
6. Define coaching a patient as it relates to:
- a. health maintenance
 - b. disease prevention
 - c. compliance with treatment plan
 - d. adaptations relevant to individual patient needs
1. Identify medical terms labeling the word parts
2. Define medical terms and abbreviations related to all body systems
3. Define the principles of self- boundaries
4. Define patient navigator
5. Describe the role of the medical assistant as a patient navigator
6. Relate the following behaviors to professional communication:
- a. assertive
 - b. aggressive
 - c. passive
7. Differentiate between adaptive and non- adaptive coping mechanisms
- 1. Discuss the theories of:
 - a. Maslow
 - b. Erikson
 - c. Kubler-Ross
2. Discuss examples of diversity:
- cultural
 - social
 - ethnic
- o regulated waste

V.P Concepts of Effective Communication

- 1. Use feedback techniques to obtain patient information including:
 - a. Reflection b. Restatement c. clarification
- 3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

X.P Legal Implications

3. Document patient care accurately in a medical
2. Respond to nonverbal communication
4. Coach patients regarding:
 - a. health maintenance
 - b. disease prevention
 - c. treatment plan
1. Demonstrate respect for individual diversity including:
 - a. gender
 - b. race
 - c. religion
 - d. age
 - e. economic status
 - f. appearance
2. Explain to a patient the rationale for performance of a procedure

VI.C. Administrative Functions

1. Define types of information contained in the patient's medical record
2. Identify methods of organizing the patient's medical record based on:
 - a. problem-oriented medical record (POMR)
 - b. source-oriented
 - c. medical record (SOMR)
3. Identify equipment and supplies needed for medical records in order to:
 - d. Create
 - e. Maintain
 - f. Store
4. Describe filing indexing rules

X.C Legal Implications

1. Differentiate between scope of practice and standards of care for medical assistants
2. Compare and contrast provider and medical assistant roles in terms of standard of care
5. Discuss licensure and certification as they apply to healthcare providers
10. Identify: a. Health Information Technology for Economic and Clinical Health (HITECH) Act

Psychomotor

I.P Anatomy and Physiology

- 1. Measure and record:
 - a. Blood pressure
 - Temperature
 - Pulse
 - Respirations
 - Height
 - Weight
 - Length (infant)
 - Head circumference (infant)
- 3. Perform patient screening using established protocols

- 8. Instruct and prepare a patient for a procedure or a treatment (•
- 9. Assist provider with a patient exam *II.P Applied Mathematics*
- 4. Document on a growth chart
- *III.P Infection Control*
 - a. 2. Select appropriate barrier/personal protective equipment (PPE)
- 3. Perform handwashing
 - a. 10. Demonstrate proper disposal of:
 - o biohazardous material
 - o sharps

VI.P. Administrative Functions

1. Create a patient's medical record
2. Organize a patient's medical record
3. File patient medical records
4. Utilize an EMR
5. Input patient data utilizing a practice management system

Affective

I.A Anatomy and Physiology

- 1. Incorporate critical thinking skills when performing patient assessment
- 2. Incorporate critical thinking skills when performing patient care (
- 3. Show awareness of a patient's concerns related to the procedures being •

III.A. Infection Control

- 1. Recognize the implications for failure to comply with Center for Disease Control (CDC) regulations

in healthcare settings

V.A Concepts of Effective Communication

1. Demonstrate:

- c) empathy
- c) active listening
- c) nonverbal communication

1. Demonstrate the principles of self- boundaries

3. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients

V.A.3 Demonstrate respect for individual diversity including: a. gender; b. race; c. religion; d.

age e. economic status; f. appearance

5. Coach patients appropriately considering:

- cultural diversity
- developmental life stages
- communication barriers

11. Report relevant information concisely and accurately

X.A Legal Implications

2. Demonstrate sensitivity to patient rights

* CLASS POLICIES:

MISSED EXAMS OR COMPETENCIES*	<i>Due to the quick pace and hands-on demonstrations and practice that occurs in class; good attendance is a requirement. Many of the learning experiences and competencies are not easy to set up and repeats may not happen. *Refer to the MA Handbook regarding attendance.</i> <i>If an exam is missed, it must be made up in the Library. There will be an automatic 10% deduction for missed exams, regardless of the circumstance. Make-up exams may be different than the original exam. An exam must be made-up within 1 week of the original exam. Instructor must be notified prior so that arrangements can be made. ALL make-up exams will be taken as proctored exams in the Testing Services Center in the Edison Library. *Photo I.D. is required to take the exam.</i>
LABS:	<i>Participation in lab practice sessions is required. Due to time constraints, labs CANNOT be made-up. If a student misses a lab, it is the students' responsibility to catch up with a classmate.</i>
GENERAL:	<i>Assignments not turned in on the due date, will not be accepted. If a student is absent, homework will be accepted on the day the student returns to class. It is the students' responsibility to obtain missed material due to his/her absence.</i> <i>If you need to speak with me about the course or personal issues, email me to set up a time or see me during break. If you need to see the Director, please make arrangements to do so during normal office hours.</i> <i>Please keep cell phones on vibrate or silent during class. There is to be NO texting during class. If I see you texting, I will ask you to turn your phone OFF. If you must take a call during class, then you must excuse yourself from class and you are responsible for obtaining the information that you missed from a fellow classmate.</i>
DISABILITIES:	<i>Edison Community College will make reasonable accommodations for students with documented disabilities. Any student who feels he or she may need an accommodation based on the impact of a disability should contact me privately with your Self-Identification Letter to discuss your specific needs. If you do not have a Self-Identification Letter, contact the Coordinator of</i>
	<i>Disability Services. For additional information, visit the Disability Services website. https://www.edisonohio.edu/Disability-Services/</i>
ACADEMIC HONESTY:	<i>The Academic Honesty Policy of Edison Community College will be upheld. Academic dishonesty will not be tolerated. Please refer to the Student Handbook. www.edisonohio.edu/handbook</i>

<i>ATTENDANCE:</i>	<i>You may not miss more than 3 class periods (MED 120S-001SSm) or you fail the course. Please refer to the Medical Assisting Handbook if you have any questions.</i>
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SUPPORT SERVICES PROVIDED by the COLLEGE

COMPUTERS	<i>If you are working on campus, computers with internet access are available in the internet café. The Tutoring Center has computers and printers available for your use.</i>
ADVISING SERVICES	<i>Edison State's career pathways advisors are your partners in success. A career pathways advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathways advisor will</i> <i>Identify the right academic major to set you on your desired career path.</i> <i>Identify the courses you'll need to accomplish your academic goals.</i> <i>Help you develop a student educational plan (SEP) tailored to your lifestyle and work schedule.</i> <i>Prepare you to navigate your first semester at Edison State.</i> <i>If you have questions, contact your career pathways advisor. You can find their email at https://www.edisonohio.edu/Advising/ or contact your faculty advisor.</i>
BOOKSTORE SERVICES	<i>The Edison State eCampus Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more!</i> <i>Contact us at 859-209-6958 or check us out online at https://edisonohio.ecampus.com</i>
CAREER AND JOB SERVICES	<i>Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit https://www.edisonohio.edu/Career-and-Job-Services/ for more information.</i>
DISABILITY SERVICES	<i>Disability Services prevents discrimination on the basis of Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe that you may need an accommodation based on the impact of a disability, contact the instructor privately with your Self-Identification Letter. If you do not have a Self-Identification Letter, contact the Office of Disability Services by email accessibilitysupport@edisonohio.edu or call 937.381.1548. The Office of Disability Services is located on the Piqua Campus in Room 160. For additional information, visit the Accessibility and Disability Services page.</i>

HEALTH AND WELLNESS SERVICES	Health and Wellness Services are available on the Edison State Piqua campus. The program is dedicated to providing resources that promote healthy lifestyle choices for our students, faculty and staff. Contact Darlene Francis RN, BSN at Room 060, Monday-Thursday 10am-3pm, call 937-778-7840, or email dfrancis@edisonohio.edu
LIBRARY SERVICES	The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: https://www.edisonohio.edu/Library/ Libguides and short instructional videos are available to help you use these resources can be found Here: https://libguides.edisonohio.edu/ Please contact the library staff with any library questions you may have at library@edisonohio.edu , 937-778-7950, or stop in!
MENTAL HEALTH SERVICES	College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have a website, a chatbot named Tess, and live phone calls to a licensed mental health counselor available. If you would like to speak with someone in person, please reach out to Dr. Jessica Chambers, Dean of Student Engagement, at jchambers2@edisonohio.edu .
STUDENT RESOURCE CENTER AND PANTRY	Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our centers in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu or stop in and see Dr. Jessica Chambers in room 160 in Piqua.

TECHNICAL SUPPORT SERVICES	<i>For Log-in Issues or other Issues:</i> <i>There are several steps you can do if you can't log in, but all require you to be signed up for the SSRPM and several require your student ID. Be sure to double check you are signed up for the SSRPM or it can come back to hurt you later. During regular business hours (9-5 Monday-Thursday, 9-4 Friday) either emailing support@edisonohio.edu or by call 937-778-8600 and asking for IT.</i> <i>After hours either:</i> <i>Log onto the SSRPM and go to "forgot password" enter your security answers and then click to either change your password</i> <i>Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat" to get the password changed.</i> <i>Call 937.778.7957 and talk to the off-campus blackboard company to get help</i>
TUTORING SERVICES	<i>All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at https://www.edisonohio.edu/tutoring-center/</i>
Testing Your Faith Act Policy	<i>Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, https://www.edisonohio.edu/Registration-and-Records/ and provide a copy to their individual faculty within 14 days from the start of the course. Students may contact Jessica Chambers, Dean of Student Engagement, jchambers2@edisonohio.edu if they have any questions and the entire policy can be found in the student handbook at http://stage.edisonohio.edu/digipub/StudentHandbook/index.html.</i>

<i>TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying</i>	<i>It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.</i> <i>All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services.</i> <i>Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.</i>
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