|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Erie High School** | | **Medical Assistant Curriculum Map**  **CIP Code #51.0801** | | **Industry Standards**  **AMCA**  **APA Child Welfare Resource Center**  **OSHA**  **PA Dept of Health** |
| **Level I** | **1st Quarter**  **INTRODUCTION TO HEALTH CARE**  Introduction to Medical Assisting  Healthcare & the Healthcare Team Professionalism and Success  Interpersonal Communication  **INFECTION CONTROL I/SAFETY AND EMERGENCY PRACTICES**  Basic Safety and Infection Control  **CONCEPTS OF EFFECTIVE COMMUNICATION I McGraw**  Developing Your People Skills  **MEDICAL TERMINOLOGY I**  Content helps students build a foundation of medical terminology to help students who have little or no experience or background in healthcare*.* | **2nd Quarter**  **INTRODUCTION TO HEALTH CARE**  Legal & Ethical Issues  Patient Reception  Office Equipment and Supplies  Examination and Treatment Areas  **CONCEPTS OF EFFECTIVE COMMUNICATION I**  The Customer Service Profession  Contributing to the Service Culture  Verbal Communication Skills  **MEDICAL TERMINOLOGY II**  Continuing to build onthe purpose of medical language with the clarity, quickness, comfort, origins of medical language, know the Greek and Latin language, basic eponyms and acronyms, modern language, principles of medical language, memorization, translation, pronunciation associated with medical language, syllable emphasis  **INTRODUCTION TO COMPUTER APPLICATIONS**  Typing Skills | **3rd Quarter**  **INTRODUCTION TO HEALTH CARE**  Written & Electronic Documents  Medical Records & Documentation  Electronic Health Records  Telephone Techniques  **CONCEPTS OF EFFECTIVE COMMUNICATION I**  Nonverbal Communication Skills  Listening to the Customer  Customer Service and Behavior  Service Breakdowns and Service Recovery  **MEDICAL TERMINOLOGY III**  Continuing to build onthe purpose of building the foundation of medical terminology, identify the roots/word parts, translate the subjective &  objective terms, translate the assessment & plan terms.  Use abbreviations associated with medical words.  **INTRODUCTION TO COMPUTER APPLICATIONS**  Typing skills increase  Letterheads  Invoices  Notices | **4th Quarter**  **INTRODUCTION TO HEALTH CARE**  Patient Education  Managing Medical Records  **HEALTHCARE LAW AND ETHICS I**  Intro to Law & Ethics  Making Ethical Decisions  Working in the Healthcare Field  **CONCEPTS OF EFFECTIVE COMMUNICATION I**  Customer Service in a Diverse World  Customer Service via Technology  Encouraging Customer Loyalty  **MEDICAL TERMINOLOGY IV**  Continuing to build onthe purpose of building the foundation of medical terminology and grasping a better understanding and knowledge, identify the roots/word parts, translate the subjective & objective terms, translate the assessment & plan terms.  Use abbreviations associated with medical words.  **INTRODUCTION TO COMPUTER APPLICATIONS**  Typing skills increase  New Patient Letters  Brochures/pamphlets  Newsletters |
| **Level II** | **1st Quarter**  **INFECTION CONTROL II** OSHA Blood Borne Pathogens Standard  MSDS Safety  PPE  ***BLOODBORNE AND AIRBORNE PATHOGENS CERTIFICATION***  **MEDICAL ASSISTANT ADMINISTRATIVE FUNCTIONS/INTRODUCTION TO MEDICAL INSURANCE AND MANAGED CARE**  Schedule Management  Insurance and Billing  Diagnostic Coding  **INFECTION CONTROL II**  **CONCEPTS OF EFFECTIVE COMMUNICATION II Pearson**  Your Career Starts Now  [Developing Your Personal Skills](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_003.rtf)  Developing Your Paper Skills I  Intake of Information  **INTRODUCTION TO HUMAN BIOLOGY**  Organization of the Body  The Integumentary System  The Skeletal System  **INTRODUCTION TO COMPUTER APPLICATIONS II**  Continue the use of Microsoft Word/Excel  Increase Typing Skills | **2nd Quarter**  **MEDICAL ASSISTANT ADMINISTRATIVE FUNCTIONS/ INTRODUCTION TO MEDICAL INSURANCE AND MANAGED CARE**  Procedure Coding  Patient Billing & Collections  **CONCEPTS OF EFFECTIVE COMMUNICATION II**  Developing Your Paper Skills II  Output of Information  [Developing Your Practical Skills](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_009.rtf)  **INTRODUCTION TO HUMAN BIOLOGY**  The Muscular System  The Cardiovascular System  The Blood  The Lymphatic and Immune System  **INTRODUCTION TO COMPUTER APPLICATIONS II**  Continue the use of Microsoft Word/Excel  Increase Typing Skills | **3rd Quarter**  **MEDICAL ASSISTANT ADMINISTRATIVE FUNCTIONS/CONTINUATION OF MEDICAL INSURANCE AND MANAGED CARE**  Financial Management  Patient Interview & History  Handling Billing Forms  **MEDICAL ASSISTANT CLINICAL SKILLS LAB**  Vital Signs and Measurements  Assisting with a General Physical Examination  **CONCEPTS OF EFFECTIVE COMMUNICATION II**  **INTRODUCTION TO HUMAN BIOLOGY**  The Respiratory System  The Nervous System  The Urinary System  The Reproductive System  **INTRODUCTION TO COMPUTER APPLICATIONS II**  Continue the use of Microsoft Word/Excel  Increase Typing Skills | **4th Quarter**  **MEDICAL ASSISTANT CLINICAL SKILLS LAB**  Assisting in Reproductive and Urinary  Specialties  Assisting in Pediatrics  Assisting in Geriatrics  Assisting in Other Medical Specialties  **HEALTHCARE LAW AND ETHICS II**  Laws, the Courts & Contracts  Professional Liability & Medical Malpractice  Defense to Liability Suits  **CONCEPTS OF EFFECTIVE COMMUNICATION II**  **INTRODUCTION TO HUMAN BIOLOGY**  The Digestive System  The Endocrine System  Special Senses  **INTRODUCTION TO COMPUTER APPLICATIONS II**  Continue the use of Microsoft Word/Excel  Increase Typing Skills |
| **Level III** | **1st Quarter**  **INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES**  **MEDICAL ASSISTANT CLINICAL SKILLS LAB**  Assisting with Eye and Ear Care  Assisting with Minor Surgery  **INFECTION CONTROL STANDARDS**  **PHARMACOLOGY**  Principles of Pharmacology  Dosage Calculations  Medication Administration  Consumer Safety and Drug Regulations  Drug Names and References  Sources and Bodily Effects of Drugs  Medication Preparations and Supplies  Abbreviations and Systems of Measurement  **INFECTION CONTROL III**  Maintaining Infection Free Environment  Sterile Gloving, BBP, PPE, MRSA, OSHA  **INTRODUCTION TO HUMAN** **ILLNESS AND DISEASE**  Mechanism of Diseases, Diagnosis and Treatments  Developmental, Congenital, Childhood Diseases and Disorders  [Immunologic Diseases and Conditions](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_003.rtf)  **REVIEW ON INTRODUCTION TO MEDICAL INSURANCE AND MANAGED CARE**  Reviewing prior years information on insurance and billing  **CONCEPTS OF EFFECTIVE COMMUNICATION III**  [Etiquette/Dress](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter04/filep7000494729000000000000000000d09.xhtml#P7000494729000000000000000000D09), [Ethics, Politics, and Diversity](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter05/filep70004947290000000000000000045d6.xhtml#P7000494729000000000000000000FDF), [Becoming a Professional](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_011.rtf)  **SAFETY AND EMERGENCY PRACTICES III**  Emergency Preparedness | **2nd Quarter**  **PHARMACOLOGY**  Safe Dosage Calculations  Responsibilities and Principles of Drug Administration  Administration by the Gastrointestinal Route  Administration by the Parenteral Route  Poison Control  Vitamins, Minerals, and Herbs  Skin Medications  **HEALTHCARE LAW AND ETHICS III**  Medical Records & Informed Consents  Privacy, Security & Fraud  Physicians’ Public Duties & Responsibilities  **CONCEPTS OF EFFECTIVE COMMUNICATION III**  [Accountability and Workplace Relationships](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter06/filep70004947290000000000000000012ac.xhtml#P70004947290000000000000000012AC)  [Human Resources and Policies](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter08/filep70004947290000000000000000016ec.xhtml#P70004947290000000000000000016EC)  [Communication](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter09/filep7000494729000000000000000004d94.xhtml#P7000494729000000000000000001901)  **INTRODUCTION TO HUMAN** **ILLNESS AND DISEASE**  [Diseases and Conditions of the Endocrine System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_004.rtf)  [Diseases and Disorders of the Eye and Ear](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_005.rtf)  [Diseases and Conditions of the Integumentary System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_006.rtf)  **MEDICAL ASSISTANT CLINICAL SKILLS LAB/ INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES**  Orientation to the Lab  Microbiology and Disease  Processing and Testing Urine and Stool Specimens  **SAFETY AND EMERGENCY PRACTICES III**  Continuation of all safety and emergency practice standards | **3rd Quarter**  **PHARMACOLOGY**  Autonomic Nervous System Drugs  Antineoplastic Drugs  Urinary System Drugs  Gastrointestinal Drugs  Anti-Infective Drugs  Eye Medications  Analgesics, Sedatives, and Hypnotics  **INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES**  Electrocardiography and Pulmonary Function Testing  Diagnostic Imaging  **INTRODUCTION TO HUMAN** **ILLNESS AND DISEASE**  [Diseases and Conditions of the Musculoskeletal System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_007.rtf)  [Diseases and Conditions of the Digestive System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_008.rtf)  [Diseases and Conditions of the Respiratory System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_009.rtf)  **CONCEPTS OF EFFECTIVE COMMUNICATION III**  [Electronic Communications](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter10/filep7000494729000000000000000001b7a.xhtml#P7000494729000000000000000001B7A)  **MEDICAL ASSISTANT CLINICAL SKILLS LAB**  Collecting, Processing, and Testing Blood Specimens  ***OSHA CERTIFICATION***  ***CPR AND AED CERTIFICATION*** | **4th Quarter**  **PHARMACOLOGY**  Psychotropic Medications, Alcohol, and Drug Abuse  Musculoskeletal and Anti-Inflammatory Drugs  Anticonvulsants, Antiparkinsonian Drugs, and Agents for Alzheimer’s Disease  Endocrine System Drugs  Reproductive System Drugs  Cardiovascular Drugs  Respiratory Systems Drugs and Antihistamines  **INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES**  Physical Therapy and Rehabilitation  Nutrition and Health  **INTRODUCTION TO HUMAN ILLNESS AND DISEASE**  [Diseases and Conditions of the Circulatory System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_010.rtf)  [Diseases and Conditions of the Urinary System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_011.rtf)  [Diseases and Conditions of the Reproductive System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_012.rtf)  **CONCEPTS OF EFFECTIVE COMMUNICATION III**  Practice Management  Preparing for the World of Work  **MEDICAL ASSISTANT CLINICAL SKILLS LAB**  Continue skills learned  ***OSHA CERTIFICATION***  ***CPR AND AED CERTIFICATION*** |
| **Level IV** | **1st Quarter**  **INFECTION CONTROL IV**  **PHARMACOLOGY**  Drugs and Older Adults  **INTRODUCTION TO HUMAN ILLNESS AND DISEASE**  [Neurologic Diseases and Conditions](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_013.rtf)  [Mental Disorders](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_014.rtf)  [Disorders and Conditions Resulting from Trauma](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_015.rtf)  **HEALTHCARE LAW AND ETHICS IV**  Workplace Legalities  The Beginning of Life & Childhood  **CONCEPTS OF EFFECTIVE COMMUNICATION IV (Pearson)**  [Beginning the Job Search](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_012.rtf)  [Finalizing Your Employment Presentation Materials](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_013.rtf)  [The Interview](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_014.rtf)  [After the Interview](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_015.rtf)  [Success on the Job](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_016.rtf)  [Navigating Your Career](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_017.rtf)  **MEDICAL ASSISTANT CLINICAL SKILLS LAB**  Continuation of lab skills  **SAFETY AND EMERGENCY PRACTICES**  Continuation of all safety and emergency practice | **2nd Quarter**  **NOCTI PREP**  **HEALTHCARE LAW AND ETHICS IV**  Death & Dying  Healthcare Trends & Forecast  **PHARMACOLOGY**  Review for NOCTI  **CONCEPTS OF EFFECTIVE COMMUNICATION IV**  Creating Resumes  Portfolios  **MEDICAL ASSISTANT CLINICAL SKILLS LAB**  Continuation of lab skills | **3rd Quarter**  **NOCTI PREP**  **MEDICAL ASSISTANT CLINICAL SKILLS LAB**  Continuation of lab skills  **SAFETY AND EMERGENCY PRACTICES**  Continuation of all safety and emergency practice  ***MANDATORY REPORTER CERTIFICATION***  ***PATIENT CARE TECHNICIAN CERTIFICAITON***  **MEDICAL ASSISTING EXTERNSHIP** | **4th Quarter**  **MEDICAL ASSISTANT CLINICAL SKILLS LAB**  Continuation of lab skills  **CONCEPTS OF EFFECTIVE**  **SAFETY AND EMERGENCY PRACTICES**  Continuation of all safety and emergency practice  **COMMUNICATION IV**  [Personal Financial Management](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter02/filep7000494729000000000000000000736.xhtml#P7000494729000000000000000000736)  Thank You Letters  Mock Interviews  ***MANDATORY REPORTER CERTIFICATION***  **MEDICAL ASSISTING EXTERNSHIP**  **NOCTI EXAM/PERFORMANCE** |