

BOSTON REED COLLEGE CLINICAL MEDICAL ASSISTANT PROGRAM

STUDENT COURSE OUTLINE

Module	Reading Assignments: Textbook and Workbook Read entire chapter unless otherwise noted	Math Focus	Medical Terminology	Distance Learning	Electronic Records
1st Class	Pre-assessments Course Introduction Introduction to Medical Terminology		Part I – Introduction to Medical Terminology	Pre-assign: Study Skills	
1	Chapter 2 Health Care Setting and Healthcare Team Chapter 4 Therapeutic Communication Skills Handout Medical Insurance (chapter 18)	Review Whole Numbers: Addition, Subtraction, Multiplication & Division	Part II – The Human Body in Health and Disease	Due: Study Skills	
2	Chapter 9 Emergency Procedures and First Aid Chapter 10 Infection Control, Medical Asepsis & Sterilization	Review Decimals: Addition & Subtraction	Part II A – Word Part Review		Assign: Ch 3 Introduction and Set up
3	Chapter 11 The Patient History and Documentation Chapter 12 Vital Signs and Measurements Chapter 13 The Physical Exam	Review Decimals: Multiplication & Division	Part III – The Respiratory System	Assign: Customer Service	
4	Chapter 18 Examinations and Procedures of Body Systems	Review Fractions: Addition & Subtraction	Part IV – The Muscular System		
5	Chapter 19 Assisting Office/Ambulatory Surgery Chapter 21 Rehabilitation and Therapeutic Modalities	Review Fractions: Multiplication & Division	Part V – The Integumentary System	Due: Customer Service	Due: Ch 3 Introduction and Set up
6	Chapter 25 Electrocardiography (Program Instructor will specify EKG dates)		Part VI – The Cardiovascular System		
7	Chapter 26 Safety & Regulatory Guidelines in the Medical Laboratory Chapter 30 Urinalysis Chapter 31 Basic Microbiology	Review Percentages & All math to date	Part VII – The Urinary System		Assign: Ch 4 The Clinic Administration

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8	Chapter 36 Employment Strategies – Develop Resume				
9	Midterm Review				
10	Midterm Written & Clinical				
11	Chapter 22 Nutrition in Health and Disease Chapter 23 Basic Pharmacology	Converting from one type of unit to another	Part VIII – The Digestive System		
12	Chapter 24 Calculation of Medication Dosage and Medication Administration (pages 704-721)	Dosage Calculation: Tablet/Pill Formula	Part IX - The Nervous System	Assign: Difficult People	
13	Chapter 24 Calculation of Medication Dosage and Medication Administration (pages 721-759) Chapter 28 Phlebotomy: Venipuncture and Capillary Puncture	Dosage Calculation: Liquid Formula	Part X – Special Senses: Eyes and Ears		Due: Ch 4 The Clinic Administration
14	Chapter 7 Legal Considerations Chapter 8 Ethical Considerations HIPAA Regulations	Dosage Calculations (all) & Weight related RX orders	Part XI – The Skeletal System	Due: Difficult People	Assign: Ch 11&12 Exercises 11.1, 11.3, 12.9 & 12.11 only
15	Chapter 14 Obstetrics and Gynecology Chapter 16 Male Reproductive System	Dosage Calculations	Part XII – The Endocrine System		
16	Chapter 15 Pediatrics Chapter 17 Gerontology	Dosage Calculations	Part XIII – The Lymphatic and Immune System		Due: Ch 11&12 Exercises 11.1, 11.3, 12.9 & 12.11 only
17	Final Review				
18	Final Written & Clinical				
19	Retakes- Last Day				

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