Foundational Courses

TEMA 1010 Introduction to Medical Assisting **2 Credits / 60 Clock-Hours**

The Introduction to Medical Assisting course provides an overview of healthcare professions and their roles in the healthcare environment. Students will be guided through legal concepts and ethical issues in the healthcare setting which will compare and contrast moral issues, professional, and personal ethics. The foundational principles of professional and effective interpersonal communication techniques will be discussed.

Objectives:
• Describe allied health professionals, their various scopes of practice, and their roles as a member in the healthcare industry.
• Apply legal and ethical standards in healthcare.
• Demonstrate workplace professionalism and communication.

TEMA 1020 Medical Office I **2 Credits / 60 Clock-Hours**

The Medical Office I course introduces administrative and general duties in a medical office. These duties include appointment scheduling, records management, electronic health records use and management, written communications, health insurance, office equipment and management, as well as telephone procedures. This course will provide hands-on practice of administrative skills and competency-based examinations.

Objectives:
• Demonstrate professionalism and responsibilities of the medical assistant through written, verbal, and electronic communication.
• Describe the administrative functions of a medical office.
• Demonstrate correct documentation in a medical record.
• Define types of information contained in a patient's medical record.

TEMA 1030 Medical Office II **2 Credits / 60 Clock-Hours**

The Medical Office II course introduces students to the management of all aspects of medical office finances. Instruction includes diagnostic and procedural coding for insurance billing. Students will track claims reimbursement, process patient statements, and review fee collection processes.

Objectives:
• Describe how to use procedural, diagnostic, and HCPCS coding required for insurance paperwork.
• Demonstrate professionalism in handling patient accounts and medical records.
• Describe banking and accounting procedures as related to the ambulatory care setting.
• Define healthcare insurance types, utilization, and guidelines.

TEMA 1040 Anatomy and Physiology — 4 Credits / 120 Clock-Hours

The Anatomy and Physiology course is designed to familiarize the student with the plan and structure of the human body, its function under normal, healthy conditions, and an introduction to the body's response to illness and disease. Instruction covers an overview of all organ systems, including diagnostic treatment modalities. Medical terms as they relate to the body and correct spelling and pronunciation are taught.

Objectives:
• Locate and label major organs and structures in the body systems.
• Identify and state the function of the major anatomical components of the human body.
• Describe common disorders associated with each major anatomical component.
• Identify common pathology related to each body system.

TEMA 1050 Pharmacology — 3 Credits / 90 Clock-Hours

The Pharmacology course familiarizes the student with pharmaceuticals. Instruction includes commonly prescribed medications, trade and generic names, mode of action, side effects, and usual doses. Concepts covered include the proper administration of oral, injectable, and non-injectable medications. There will be a review of the math skills required to perform medical math conversions and dosage calculations.

Objectives:
• Demonstrate calculation of basic mathematical concepts and units of measurement as related to the ambulatory care setting.
• Describe commonly prescribed medications uses, names, classifications, and risks.
• List and explain the rights of medication administration.
• Identify and interpret common medication abbreviations.
• Demonstrate the proper handling and administration of prescriptions and medications.

TEMA 1060 Clinical Procedures — 2 Credits / 60 Clock-Hours

The Clinical Procedures course is an introduction to working in an ambulatory outpatient clinic setting, understanding the role of a medical assistant, and patient care. The content of this course will focus on infection control, medical asepsis, taking patient histories, performing patient assessments, including vital signs, and preparing for and assisting the provider with examinations.

Objectives:
o Identify how infectious and communicable diseases and transmissions relate to the healthcare setting per federal, state, and local health laws, regulations, and recommendations
o Explain the purpose of obtaining patient's health information and how to elicit different aspects of the chief medical complaint
o Accurately identify, measure, and record vital signs
o Define the normal ranges and values for each vital sign
o Interpret the medical assistant's role in preparing and assisting in the physical exam

TEMA 1225 Assisting with Medical Specialties **3 Credits / 90 Clock-Hours**

The Assisting with Medical Specialties course is an introduction to medical specialties within the ambulatory care setting and understanding the role of a medical assistant. The content of this course will focus on specialty exams, surgical procedures, and care of patients and their needs across the lifespan.

Course Objectives:
• Define the medical assistant's role in preparing and assisting in specialty exams.
• Identify the components of a healthy lifestyle and assisting patients across all specialties.
• Demonstrate the skills needed as a medical assistant in working in various specialties.

TEMA 1900 Medical Assistant Externship I **2 Credits / 90 Clock-Hours**

The Medical Assistant Externship I course allows the medical assistant student the opportunity to demonstrate their administrative and clinical skills in a healthcare setting. This externship takes place in a working medical office or clinic under the supervision of a licensed provider.

Objectives:
• Demonstrate competency of skills learned in the classroom and lab in the ambulatory healthcare setting.
• Work effectively in diverse workplace environments.
• Acquire additional interpersonal communication and interaction skills.
• Successfully complete required externship hours in an ambulatory healthcare setting.

TEMA 1910 Medical Assistant Externship II **2 Credits / 90 Clock-Hours**

The Medical Assistant Externship II course allows the medical assistant student the opportunity to demonstrate their administrative and clinical skills in a healthcare setting. This externship takes place in a working medical office or clinic under the supervision of a licensed provider.

Objectives:
• Demonstrate competency of skills learned in the classroom and lab in the ambulatory healthcare setting.
• Work effectively in diverse workplace environments.
• Acquire additional interpersonal communication and interaction skills.
• Successfully complete required externship hours in an ambulatory healthcare setting.

Supplemental Courses Varies by Institution

Bridgerland

TEMA 1070 Medical Terminology **1 Credit / 30 Clock-Hours**

The Medical Terminology course will teach the basic structure of medical words. Emphasis is placed on the correct spelling and pronunciation of prefixes, suffixes, and root words. Students learn how to interpret and understand the meaning and how to effectively apply this knowledge in the language of medicine.

Objectives:
• Identify the various types of word parts that are used to form medical terms.
• Demonstrate the correct pronunciation of medical terms.
• Identify proper deconstruction of complex medical terms to interpret the meaning of each element.

TEMA 1090 Emergency Preparedness **1 Credit / 30 Clock-Hours**

Emergency Preparedness is designed to assist the medical assisting student in developing and gaining the knowledge and skills needed for safe and effective care of patients, community members, family members, and themselves in a variety of emergency situations.

Objectives:
• List principles and steps of CPR.
• Demonstrate basic principles of first aid.
• Identify safety issues in a healthcare environment.
• Describe fundamental principles for evacuation of a healthcare setting.
• Discuss critical elements of an emergency plan for response to a natural disaster or other emergency.

TEMA 1110 Laboratory Procedures **3 Credits / 90 Clock-Hours**

Laboratory Procedures will provide the student with the skills necessary to perform infection control, assist in diagnostic testing, maintain laboratory equipment, perform laboratory safety procedures, and the collection and testing of laboratory specimens.

Objectives:
• Perform federal, state, and local laboratory regulations, as well as quality control/assurance measures.
• Focus on Clinical Laboratory Improvement Amendment (CLIA) waived tests.
• Identify and distinguish between normal and abnormal results for common laboratory testing.
• Identify and perform appropriate venipuncture techniques using applicable equipment.

TEMA 1400 Workplace Readiness **1 Credit / 30 Clock-Hours**

Workplace Readiness prepares students for future employment by continuing to develop the verbal and written communication skills needed for success in the workplace. This course also helps students gain critical thinking and professional skills that are needed for employer satisfaction.

Objectives:
• Prepare cover and thank you letters.
• Create a resume.
• Participate in a mock interview.
• Demonstrate knowledge of skills required to enter the workplace.

TEMA 1510 Specialty Exams and Procedures **3 Credits / 90 Clock-Hours**

Specialty Exams and Procedures will provide the student with the skills necessary to perform and assist with diagnostic testing and minor surgical procedures, knowing basic surgical instruments, maintaining clinical equipment and assisting with specialty exams.

Objectives:
• Define the medical assistant’s role in preparing and assisting in specialty exams.
• Distinguish between specialty exams.
• Identify equipment needed for specialty exams.
• Educate patients in preparation for exams and procedures.

Davis

TEMA 1080 Medical Terminology **2 Credits / 60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

Objectives:
• Identify the four types of word parts in forming medical terms.
• Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
• Identify and apply acceptable medical abbreviations.
• Use knowledge of word parts to define unfamiliar medical terms.

TEMA 1120 Laboratory Procedures and Emergencies **4 Credits / 120 Clock-Hours**

In Laboratory Procedures and Emergencies, students will conduct the steps necessary for performing tests while in a medical office. This includes studying the different types of tests that can be performed in a physician's office laboratory, the different supplies and procedures associated with each type of test, and the steps for specimen collection. Students will learn how to respond in an emergency situation, including studying CPR and First Aid. Students will update a resume and prepare a cover letter for future practicum and job.

Objectives:
• Perform venipuncture, capillary puncture, and IV insertion.
• Differentiate between normal and abnormal test results.
• Recognize and respond to medical office emergencies.
• List principles and steps for CPR.
• Compose a resume and cover letter.

TEMA 1310 Specialty Procedures **3 Credits / 90 Clock-Hours**

Specialty Procedures is an introduction to specialty outpatient clinic settings. Throughout this course, students will be introduced to the equipment and supplies needed for different types of specialty examinations, as well as how to prepare patients for them. In this course, students will conduct the steps necessary for performing tests while in a medical office. This includes studying the different types of tests that can be performed in a physician's office laboratory, the different supplies and procedures associated with each type of test, and the steps for specimen collection. Students will learn how to respond in an emergency situation, including studying CPR and First Aid.

Objectives:
• Interpret the medical assistant’s role in preparing and assisting in specialty exams.
• Recognize non-verbal cues from the patient and respond accordingly.
• Explain the purpose and rationale behind diagnostic screening tools.
• Demonstrate professionalism when giving patient education and instruction.

Dixie

TEMA 1085 Medical Terminology **2 Credits / 60 Clock-Hours**

This course will provide a study of the medical language for use in a health career setting for learners with little or no previous experience. This course presents a study of basic medical terminology including prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on spelling, definition, usage, and pronunciation.

Objectives:
• Identify the four types of word parts in forming terms.
• Pronounce medical terms correctly.
• Construct medical terms from the four types of word parts.
• Recognize the importance of spelling medical terms correctly.
• Identify and apply acceptable abbreviations.

TEMA 1320 Clinical Procedures II **4 Credits / 120 Clock-Hours**

This course focuses on working in an ambulatory outpatient clinic setting and understanding the role of the medical assistant in patient care. The content of this course will focus on blood collection procedures, specialty examinations and procedures including pediatric and OB/GYN, patient education as it relates to nutrition and mental health, and correctly performing ECG's.

Objectives:
• Identify and distinguish between specialty exams, the equipment needed for the specialty exams, and educating patients in preparing for specialty exams.
• Identify and determine normal and abnormal ranges for pediatric vital signs, immunization procedures, immunization schedules.
• Identify and perform appropriate blood collection techniques using applicable equipment.
• Demonstrate proficiency in all skills objectives.
• Perform an ECG and identify any potential artifacts.

TEMA 1330 Clinical Procedures III **3 Credits / 90 Clock-Hours**

This course continues instruction pertaining to the medical assistant's role in an ambulatory outpatient clinic setting and preparation for future employment. The content of this course will focus on assisting with surgical procedures, diagnostic testing, laboratory procedures and safety, patient education, first aid, and emergency patient care.

Objectives:
• Manage emergencies in the medical office.
• Perform first aid in accidents, injuries, and acute illnesses.
• Identify and assist with appropriate surgical procedures using applicable equipment.
• Write a resume, cover letter and follow-up letter.
• Perform federal, state, and local laboratory regulations, as well as quality control/assurance measures.
• Identify and distinguish between normal and abnormal results for common laboratory testing and specialty laboratory equipment.

TEMA 1130 Intermediate Lab I **2 Credits / 60 Clock-Hours**

The Intermediate Lab I course is designed to help the medical assisting student understand the importance of and respond to office emergencies and properly perform routine procedures in the medical office.

Objectives:
• Demonstrate visual, auditory exams.
• Successfully perform capillary punctures and their corresponding tests.
• Demonstrate medical assisting skills as pertaining to assisting with minor surgery.
• Describe and demonstrate proper actions for emergencies in the office. For example: first aid, bandaging, CPR, developing emergency plans, hypothermia, choking.
• Explain the different types of rehabilitation procedures and proper mechanics.

TEMA 1140 Advanced Lab II **3 Credits / 90 Clock-Hours**

In the Advanced Lab II course, the student will learn advanced skills needed in the physician office laboratory. These include respiratory procedures, laboratory safety measures, venipuncture, basic diagnostic testing, ECG's and Holter monitoring, and preparing for minor surgical assisting.

Objectives:
• Perform respiratory testing including spirometry, peak flow meter, and nebulizer.
• Identify and comply with safety regulations in the office lab.
• Identify venous vasculature and perform venipuncture for the collection of patient specimens using the appropriate collection methods and equipment.
• Perform basic homological testing including hemoglobin, hematocrit, blood glucose, erythrocyte sedimentation rate, cholesterol, A1C, mono testing and PKU screening.
• Perform and ECG and troubleshoot potential artifacts.
• Prepare a sterile field, perform a surgical hand scrub and sterile gloving, and prepare the patient's skin for a minor surgical procedure.

TEMA 1470 Office Management and Career Development **1 Credit / 30 Clock-Hours**

In the Office Management and Career Development course, students learn about the importance of practicum experience and managing a medical office. Students practice essential office management skills, including organization, communication, scheduling, records management, and workplace technology. In addition, the course delivers comprehensive instruction in career development and the job search process. Students will refine résumé and cover letter writing skills, practice interview techniques, and cultivate the professional behaviors necessary for long-term career success.

Course Objectives:
• Identify the fundamentals of employee and facility management in a medical office.
• Demonstrates the appropriate medical assisting skills needed for employment.
• Define professionalism in interviewing skills, dress, and behavior.

Course Outcomes:
• The student will manifest appropriate professional skills during a job interview.
• The student will identify and demonstrate leadership skills in managing a medical clinic.
• The student will demonstrate skills to ensure that all professional correspondence is free from errors, grammatical, and punctuational.

Ogden-Weber

TEMA 1083 Medical Terminology for Medical Assistants **2 Credits / 60 Clock-Hours**

The Medical Terminology for Medical Assistants course will cover the foundation of medical terminology, abbreviations, and common symbols used in the healthcare setting following a body-systems approach. This course for Medical Assistant students focuses on the basic structure of medical terms, correct spelling, pronunciation, and their definitions. This course will also cover common root words, prefixes, and suffixes. Medical Assistant students will develop the skills and understanding to identify the meaning of these terms and will demonstrate an ability to use these terms effectively. Students will be able to apply their medical terminology knowledge to the clinical setting of a Medical Assistant.

Objectives:
• Define commonly used medical terms and abbreviations related to all body systems.
• Build and define medical terms using prefixes, suffixes, word roots, and combining forms.
• Pronounce and spell medical terms taught in this course correctly.
• Use knowledge of medical terms to communicate effectively.

TEMA 1350 Clinical Laboratory and Patient Care Procedures **4 Credits / 120 Clock-Hours**

Clinical Laboratory and Patient Care Procedures continues instruction pertaining to the medical assistant's role in an ambulatory outpatient clinic setting and preparation for future employment. The content of this course will focus on specialty procedures, laboratory tests and procedures, patient education, rehabilitation, first aid, and emergency patient care.

Objectives:
• Identify and perform appropriate blood collection techniques using applicable equipment.
• Identify and distinguish between cardiac testing procedures, monitoring, and technical equipment.
• Identify and assist with appropriate surgical procedures using applicable equipment.
• Identify, perform, and recommend laboratory testing.
• Identify routine health screenings/procedures that are recommended based on patients' age and health status.
• Write a resume, cover letter, and follow-up letter.
• Identify and use appropriate equipment in emergency situations as it pertains to the emergency at hand including wound care and first aid procedures.
• Provide patient education as it relates to rehabilitation, procedures, and nutritional recommendations.
• Demonstrate proficiency in all skill objectives.

Salt Lake

TEMA 1080 Medical Terminology **2 Credits / 60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

Objectives:
• Identify the four types of word parts in forming medical terms.
• Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
• Identify and apply acceptable medical abbreviations.
• Use knowledge of word parts to define unfamiliar medical terms.

TEMA 1150 Medical Assistant Laboratory Procedures **2 Credits / 60 Clock-Hours**

Medical Assistant Laboratory Procedures provides instruction in phlebotomy theory and skill performance; basic concepts, safety and procedures of the clinical lab; specimen handling; performance of CLIA waived hematology/serology, microbiology, and urinalysis testing.

Objectives:
• Differentiate the anatomy of venous structures essential in phlebotomy.
• Recognize legal aspects of phlebotomy.
• Distinguish equipment and supplies used to obtain blood samples.
• Successfully perform technically correct and safe venipuncture using vacutainer butterfly, and syringe techniques.
• Utilize basic concepts of clinical lab equipment and procedures.
• Practice clinical laboratory safety and QC procedures.
• Interpret and demonstrate CLIA waived testing in hematology, serology, microbiology, and urinalysis.

TEMA 1210 Assisting with Medical Specialties I **2 Credits / 60 Clock-Hours**

Assisting with Medical Specialties I provides concepts in nutrition and medical assisting skills for the specialty areas of minor surgery, ophthalmology, otolaryngology, dermatology, allergy and infectious disease, physical medicine/rehabilitation as well as geriatrics and pediatrics.

Objectives:
• Describe the roles of various nutrient components in the daily diet.
• Describe common surgical instruments, minor surgical procedures, and techniques used to assist the physician with minor surgical procedures, and methods to maintain surgical asepsis.
• Demonstrate the medical assisting skills as they relate to ophthalmology, dermatology, allergy and immunology.
• Interpret special considerations and demonstrate skills of healthcare professionals as they relate to pediatrics and geriatrics.

TEMA 1220 Assisting with Medical Specialties II **2 Credits / 60 Clock-Hours**

Assisting with Medical Specialties II provides concepts of medical assisting skills for the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, cardiology, and ECG.

Objectives:
• Demonstrate the medical assisting skills as they relate to the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, and cardiology.
• Demonstrate proper techniques for obtaining an ECG, and critique for heart function and electrocardiograph quality.

TEMA 1410 Workplace Preparation **1 Credit / 30 Clock-Hours**

Workplace Preparation provides instruction on necessary certifications and preparation to enter the healthcare workforce including First Aid, CPR, application for employment, and preparation for final exam.

Objectives:
• Demonstrate first aid techniques.
• Demonstrate Healthcare Provider level CPR as defined by the American Heart Association.
• Identify and explain personal employment qualifications.
• Assemble documents needed as part of the job application process.
• Apply knowledge gained throughout training program for successful completion of final exam.

Snow

TEMA 1080 Medical Terminology **2 Credits / 60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

Objectives:
• Identify the four types of word parts in forming medical terms.
• Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
• Identify and apply acceptable medical abbreviations.
• Use knowledge of word parts to define unfamiliar medical terms.

TEMA 1160 Laboratory and Surgical Procedures **2 Credits / 60 Clock-Hours**

This course will cover the proper way for diagnostic testing and gathering samples. Some of the samples included are, sputum, blood, urine, bowel, throat, skin and several other. Safety around bodily fluids will be empathized. The proper way to run the tests and reading the results for samples collected will be covered. Assisting with minor surgeries will be covered in this chapter as well.

Objectives:
• Properly gather samples for tests ordered from the doctor.
• Demonstrate safety procedures around blood.
• Properly conduct diagnostic tests and read the results.
• Demonstrate how to properly assist a physician on a minor surgery.

TEMA 1420 The Medical Assistant **1 Credit / 30 Clock-Hours**

This course will prepare a medical assistant to enter the work field and being ready to apply for jobs and complete interviews. Learning to put together a resume and learning vital interview skills will be covered. Job responsibilities for a medical assistant will be covered and what their role is in those responsibilities.

Objectives:
• Complete a resume and cover letter.
• Demonstrate professional appearance in an interview setting.
• Demonstrate effective office management skills.

TEMA 1540 Patient Care **2 Credits / 60 Clock-Hours**

This course will teach students to properly assist a provider and prepare a patient for an exam and small surgeries. Exams included are specialty, OB/GYN, and pediatric examinations and procedures. The basics about radiology and safety will be covered in this course as well as setting up a room for minor surgeries.

Objectives:
• Properly assist a physician and prepare a patient for different types of exams.
• Differentiate between types of radiologic procedures used to diagnose a patient.
• Discuss the importance of infection control when preparing for minor surgery.

TEMA 1600 Health and Wellness **2 Credits / 60 Clock-Hours**

The knowledge of geriatric patients and how they affect the medical field will be covered. Mental health will be addressed and different ways to cope with different stresses will be covered. The importance of cardiac procedures and how to competently perform several cardiac procedures will be included. Students will learn how to respond to medical emergencies and how to properly bandage a patient. Rehabilitation will be taught and the importance of nutrition and healthy living for patients and workers is important.

Objectives:
• Discuss why the geriatric field is so important in the medical field.
• Identify the concepts of mental health and demonstrate how they can get help for self or others.
• Demonstrate how to respond to medical emergencies and competently pass CPR.
• Demonstrate proper technique for bandaging.
• Demonstrate the importance of a healthy lifestyle.

Southwest

TEMA 1065 Clinical Procedures Lab **2 Credits / 60 Clock-Hours**

The Clinical Procedures Lab course is an introduction to working in an ambulatory outpatient clinic setting, understanding the role of a medical assistant and patient care. The content of this course will focus on the skills of infection control, medical asepsis, taking patient histories, performing patient assessments including vital signs, and preparing for and assisting the provider with examinations.

Objectives:
• Demonstrate how to protect yourself and patients from infections, communicable diseases, and transmissions in the healthcare setting per federal, state, and local health laws, regulations, and recommendations.
• Professionally obtain a patient's health information and different aspects of the chief medical complaint.
• Accurately obtain, measure, and record vital signs.
• Demonstrate the medical assistant’s skills in preparing and assisting in the physical exam.

TEMA 1080 Medical Terminology **2 Credits / 60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

Objectives:
• Identify the four types of word parts in forming medical terms.
• Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
• Identify and apply acceptable medical abbreviations.
• Use knowledge of word parts to define unfamiliar medical terms.

TEMA 1098 Medical Assistant Emergency and Wellness Procedures **1 Credit / 30 Clock-Hours**

The Medical Assistant Emergency and Wellness Procedures course introduces students to essential lifesaving procedures and preventive health practices within the clinical and ambulatory care setting. The content of this course focuses on recognizing and responding to medical emergencies, performing CPR and first aid, and supporting patient recovery and rehabilitation. Emphasis is placed on promoting healthy living, preventive care, and the medical assistant's role in maintaining patient safety and wellness.

Objectives:
• Demonstrate proficiency in performing basic lifesaving techniques, including CPR, first aid, and emergency response procedures, in accordance with current clinical guidelines.
• Identify and apply appropriate interventions for common medical emergencies within the ambulatory care setting, ensuring patient safety and effective coordination of care.
• Explain and promote preventive health and wellness strategies that support patient recovery, rehabilitation, and overall well-being as part of the medical assistant's professional role.

TEMA 1250 Medical Assisting Lab Procedures **3 Credits / 90 Clock-Hours**

Medical Assisting Lab Procedures explores the physician's office laboratory (POL). The student will learn appropriate specimen collection, processing, and testing procedures. They will focus on Clinical Laboratory Improvement Amendment (CLIA) waived tests. In the skills portion, they will learn the practical application of the procedures and topics presented. Employment readiness will be addressed as the student constructs documentation for job applications.

Objectives:
• Identify appropriate CLIA waived tests used in the POL.
• Determine appropriate specimen collection, processing, and testing procedures.
• Identify proper disposal of biohazardous materials in the POL.
• Define federal, state, and local health regulations as they relate to the POL.
• Recognize the appropriate use of standard precautions when practicing in the POL.
• Summarize the steps and rationale for Quality Control.
• Describe proper delivery of patient education in a simulated scenario.
• Explore necessary preparation for employment as a Medical Assistant.

Tooele

TEMA 1070 Medical Terminology **1 Credit / 30 Clock-Hours**

The Medical Terminology course will teach the basic structure of medical words. Emphasis is placed on the correct spelling and pronunciation of prefixes, suffixes, and root words. Students learn how to interpret and understand the meaning and how to effectively apply this knowledge in the language of medicine.

Objectives:
• Identify the various types of word parts that are used to form medical terms.
• Demonstrate the correct pronunciation of medical terms.
• Identify proper deconstruction of complex medical terms to interpret the meaning of each element.

TEMA 1171 Medical Lab Procedures **1 Credit / 30 Clock-Hours**

The Medical Lab Procedures course introduces essential laboratory skills and techniques for medical assistants, with a focus on phlebotomy and blood testing. Students will learn proper phlebotomy procedures, develop hands-on skills in laboratory techniques, and explore common blood tests and their purposes.

Objectives:
• Demonstrate proper phlebotomy techniques and safety procedures.
• Describe commonly prescribed medications uses, names, classifications, and risks.
• Identify and explain common blood tests and their clinical significance.
• Demonstrate the proper handling and administration of common blood tests.

TEMA 1430 Employment Skills and Strategies **1 Credit / 30 Clock-Hours**

The Employment Skills and Strategies course is designed to assist students in their journey from the classroom to the workplace. Students will be introduced to the soft skills that are highly desired in today's workplace and they will learn to identify their own unique qualities and learn ways to strengthen them by tracking their habits and setting goals. By the end of the course students will be able to recognize their own strengths and weaknesses and know how to better engage and develop excellent employee skill sets that will guide them to success in their chosen career field. They will learn to design an effective resume and cover letter and learn essential interview techniques and strategies. Participating in a mock interview will provide invaluable feedback and advice to solidify the student's confidence in achieving their professional goals.

Objectives:
• Self-Management: attitude, goal setting, life management, time and stress management and organization skills, etiquette/dress.
• Workplace Basics: ethics, politics, diversity, accountability and workplace relationships, quality organizations and service, human resources and policies.
• Relationships: communication, electronic communications, motivation, leadership and teams, conflict, and negotiation.
• Learn skills to create a personalized and exemplary resume and cover letter.

TEMA 1551 Medical Specialties **3 Credits / 90 Clock-Hours**

The Medical Specialties course provides concepts in nutrition, behavioral health, and medical assisting skills for specialty areas including cardiology, electrocardiography (ECG), ophthalmology, otolaryngology, dermatology, gastroenterology, orthopedics, neurology, endocrinology, pulmonology, urology, reproduction, obstetrics and gynecology, pediatrics, geriatrics, radiology, and oncology.

Objectives:
• Demonstrate proper phlebotomy techniques and safety procedures.
• Describe commonly prescribed medications uses, names, classifications, and risks.
• Identify and explain common blood tests and their clinical significance.
• Demonstrate the proper handling and administration of common blood tests.

Uintah Basin

TEMA 1080 Medical Terminology **2 Credits / 60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

Objectives:
• Identify the four types of word parts in forming medical terms.
• Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
• Identify and apply acceptable medical abbreviations.
• Use knowledge of word parts to define unfamiliar medical terms.

TEMA 1260 Medical Assisting Lab Procedures **2 Credits / 60 Clock-Hours**

This course providers instruction in phlebotomy theory and skills performance: basic concepts, safety and procedures of the clinical lab: specimen handling: CLIA waved hematology/serology, microbiology and urinalysis testing.

Objectives:
• Differentiate the anatomy of venous structures essential in phlebotomy.
• Recognize legal aspects of phlebotomy.
• Distinguish equipment and supplies used in phlebotomy.
• Successfully perform technically correct and safe venipuncture using butterfly, vacutainer, and syringe.
• Practice clinical laboratory safety and QC procedures.
• Interpret and demonstrate CLIA waived testing in hematology, serology, microbiology, and urinalysis.
• Utilize basic concepts of clinical lab equipment/procedures.

TEMA 1270 Medical Assisting Specialty Procedures I **2 Credits / 60 Clock-Hours**

This course provides concepts in nutrition and medical assisting skills for the specialty areas of minor surgery, ophthalmology, otolaryngology, dermatology, allergy and infectious disease, Physical rehab as well as geriatrics and pediatrics.

Objectives:
• Describe the roles of various nutrient components in the daily diet.
• Describe common surgical instruments, minor surgical procedures, and techniques used to assist the physician with minor surgical procedures, and methods to maintain surgical asepsis.
• Demonstrate the medical assisting skills as they relate to ophthalmology, dermatology, allergy, and immunology.
• Interpret special considerations and demonstrate skills of healthcare professionals as they relate to pediatrics and geriatrics.

TEMA 1280 Medical Assisting Specialty Procedures II **2 Credits / 60 Clock-Hours**

This course provides concepts of medical assisting for the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, cardiology and ECG, patient education as it relates to nutrition and mental health for the healthcare professional as well as the patients they care for.

Objectives:
• Demonstrate the medical assisting skills as they relate to the specialty areas of gastroenterology, urology, obstetrics/gynecology, orthopedics, neurology, endocrinology, pulmonology, and cardiology.
• Demonstrate proper techniques for obtaining an ECG, and critique for heart function and electrocardiograph quality.
• Define mental health as it pertains to the medical assistant and the patients they care for.

TEMA 1440 Prepare for the Workplace **1 Credit / 30 Clock-Hours**

This course provides instruction on the necessary certifications and preparation to enter the healthcare workforce including First Aid, CPR, application for employment and preparation for final exam and national certifications.

Objectives:
• Demonstrate First Aid Techniques.
• Demonstrate Healthcare Provider Level CPR as defined by the American Heart Association.
• Identify and explain personal employment qualifications.
• Assemble documents needed as part of the job application process.
• Apply knowledge of anatomy, physiology, medical terminology, clinical, and administrative medical assisting procedures using certification practice exams.
• Keyboarding skills at 40 WPM or greater.

USU - Eastern

TEMA 1080 Medical Terminology **2 Credits / 60 Clock-Hours**

Medical Terminology provides instruction on how to interpret and understand the technical language of medicine. Students learn the basic structure of medical terms including prefixes, suffixes, word roots, special endings, plural forms, abbreviations, and symbols. Emphasis is placed on the correct spelling, definition, application, and pronunciation of each term.

Objectives:
• Identify the four types of word parts in forming medical terms.
• Demonstrate construction of medical terms by correctly spelling, pronouncing, defining, and identifying selected terms.
• Identify and apply acceptable medical abbreviations.
• Use knowledge of word parts to define unfamiliar medical terms.

TEMA 1095 Emergency First Response **3 Credits / 90 Clock-Hours**

Emergency First Response is a course designed to help the student master the skills and concepts necessary to become an Emergency Medical Responder. An EMR performs basic lifesaving and first aid.

Objectives:
• Explain the basic components of the EMS system and the function of the EMR within EMS.
• Lift, move, and position patients safely and effectively.
• Recognize potential life threats based on a systematic patient assessment.
• Demonstrate the ability to assess patients, including appropriate physical exams, histories, baseline vital, and reassessments, and give a thorough patient report.

TEMA 1450 Preparation for Workforce Entry **1 Credit / 30 Clock-Hours**

The preparation for workforce entry course prepares students to navigate obtaining employment as entry-level medical assistants. The student will prepare a resume that can be used as they prepare to apply for employment opportunities. Job interview techniques, proper dress, and applying to “Aggie Handshake” job board will be taught.

Objectives:
• Demonstrate the ability to produce a coherent and concise resume to present during job application.
• Practice skills in interview technique.
• Verbalize an understanding of proper hygiene.
• Dress for the job interview.
• Demonstrate knowledge of internet and print resources to find job opportunities.

TEMA 1700 Phlebotomy I **2 Credits / 60 Clock-Hours**

Students learn about the past and present of phlebotomy practices, infection control, equipment and safety, the circulatory system, medical terminology, anatomy and physiology, pre-analytical consideration, venipuncture, straight venipuncture, butterfly venipuncture, special collections, patient identification and other relevant skills.

Objectives:
• Identify laboratory, OSHA, hazardous material, blood borne pathogen exposures, warning symbols, infection control and patient safety rules.
• Identify and use laboratory equipment and computer systems.
• Demonstrate use of basic terminology for the healthcare setting, understand and utilize correct order of draw, and explain the basis of human anatomy and physiology related to venipuncture.
• Correctly and safely draw blood from a patient by properly using any equipment and supplies necessary while identifying and adjusting for any challenges associated with the venipuncture.

TEMA 1710 Phlebotomy II **1 Credit / 30 Clock-Hours**

Students learn about advanced phlebotomy procedures to ensure adequate knowledge and skills in their professional field. Students will be able to hone their communication skills and well as their phlebotomy skills, while practicing real -life scenarios in a controlled classroom environment. Students learn about phlebotomy jobs and how to prepare the field by applying and demonstrating all skills learned.

Objectives:
• Obtain knowledge of advanced venipuncture procedures and identify when they are to be used.
• Correctly and safely perform blood draws from a patient by properly using any equipment and supplies necessary while identifying and adjusting for any challenges associated with the venipuncture.
• Demonstrate communication skills appropriate for the phlebotomy industry.
• Discuss the employment requirements and career opportunities within the phlebotomy industry.