

Discipline: Medical Assisting

Date Submitted: June 29, 2007

ARTICULATION TEMPLATE

General Course Title: Medical Assisting Externship College of Marin course MEDA 174LB, Medical Assisting Externship - Clinical, 2.5 units, will articulated to Terra Linda High School's ROP Medical Assisting Summer Externship	
General Course Description: This externship facilitates students' transition into the role of the medical assistant. Working under the direct supervision of licensed health care professionals in a medical office or clinical setting, students provide care to patients and participate in front office-type of duties within the clinical medical assistant scope of practice.	
College Prerequisite(s): MEDA 160, 164, 170,172, and 165 or 166. Health clearance, required immunizations, BLS/CPR certification	HS/ROCP Prerequisite(s): Successful completion of COM's MEDA 160 with a grade of B or higher.
Advisories/Recommendations: Terra Linda High School students who earn a grade of B or higher in College of Marin's MEDA 160, Introduction to Medical Assisting, 2.0 units, are eligible to participate in this articulated course in College of Marin course MEDA 174LB, 2.5 units. Terra Linda students must complete 320 hours of externship training with a grade of B or higher.	
Course Content: Emphasis of this course is on developing clinical skills while learning concepts of health and disease and a medical office environment through: <ul style="list-style-type: none"> • Appointment scheduling • Professionalism and Communications (diversity) • Critical thinking • Customer service • Employability skills • Ethics: medical ethics and legal • Health Insurance Portability and Accountability Act (HIPAA) • Infection control • Medical records • Medical terms • Safety • Scope of practice • Vital signs (BP, height, weight, temperature) • Clinical skills 	
Competencies and Skill Requirements (Use additional pages as necessary.) Where appropriate, please incorporate standards being used (e.g. CTE standards). At the conclusion of this course, the student should be able to: <ol style="list-style-type: none"> 1. Differentiate the various roles of the Medical Assistant within the health care team 2. Describe the operation of a typical medical office 3. Demonstrate infection control practices 4. Comply with HIPAA 5. Maintain medical records' content 6. Measure and record vital signs 	

7. Explain the important of effective communications within diverse settings and populations
8. Discuss appointment scheduling
9. Employ safety concepts
10. Discuss ethical and legal issues
11. Identify the components of good customer service
12. Practice employability skills
13. Prepare a professional resume
14. Identify health care reimbursement systems (if applicable)
15. Practice critical thinking
16. Complete 320 hours of externship at assigned medical facility

Measurement Methods (include any industry certification or licensure):

- Formal evaluation completed by on-site externship supervisor.
- TLHS and COM faculty review of weekly procedure log.

Sample Textbooks or Other Support Materials (including Software):

High school text: Lippencott, Williams and Wilkins' Comprehensive Medical Assisting, fourth edition, 2013
 COM text: Halverson-Bender, Kimberly: Excelling in Externship: A Preparation Guide for Medical Asisting and Allied Health, New Jersey: Prentice Hall, 2009
 Cindi Brassington & Cherri Goretti, MA Notes. Philadelphia, PA: F. A. Davis Company, 2nd Edition, 2010.

Discipline Work Group (DWG) Comments:

This is an clinical externship performed in a medical office or clinical setting

DWG Facilitator's Signature:

Date:

[Office use only.]

TOPs Code:

[Office use only.]

Internal Tracking Number:

Date Accepted by Steering Committee:

Marin County Local Signatures:

Marin County Office of Education

Terra Linda High School

College of Marin

1/7/2016

Date

10/23/15 10/23/15

Date

10/20/15

Date

Purpose of This Articulation Agreement

The purpose of this agreement is to identify high school/ROP courses and which articulate with College of Marin courses. This document is written for students, parents, instructors, counselors and administrators who need detailed information about what articulation is and how it is implemented.

This Articulation Agreement works to ensure that faculty from the Marin County Schools/ROP and the College of Marin Medical Assisting Program coordinate instruction and student learning to help students transition from high school to community college without course duplication. The Agreement is created with the goal of helping prepare students for success in high-skill, high-wage careers through curriculum that integrates academics with hands-on experiences in the Medical Assisting field.

Faculty from Marin County High School/ROP programs and College of Marin have collaborated in comparing the curricula for this course and believe that successful completion of the courses will give students many of the job competencies essential for workforce success. Students taking approved articulated courses will be eligible to receive college credit via "Credit by Examination," as mentioned below under Process.

Process

A student may receive **college credit** for the articulated course at the College of Marin by following these steps:

1. The student must achieve a grade of "B" or higher in the high school course. Two high school semesters of this course will equal 2.5 units of college credit. The College of Marin instructor determines the student's final grade.
2. The student must enroll at the College of Marin, www.marin.edu, and obtain a student ID number.
3. The student must complete a "College Credit Program Parent/Guardian Consent Form" and obtain the appropriate signatures. The form can be accessed here:
<http://www.marin.edu/WORD-PPT/CollegeCreditProgramFormCCP.pdf>
Return the completed card to your high school instructor
4. The student must complete a "Petition for Credit by Examination" form. The form can be accessed here:
<http://www.marin.edu/WORD-PPT/PetitionforCreditbyExmaination.pdf>
Return the completed form to your high school instructor.

Implementation Plan

Marin County High School ROP Programs and the College of Marin will implement the Articulation Agreement using the plan below:

1. Instructors from both the high school and college programs will evaluate course outlines, curricula, and competency standards for the courses considered for articulation.

2. Any high school/ROP instructor may request that a course or program be considered for articulation by contacting the full-time College of Marin instructor who teaches the articulated course or the Dean of Career and Technical Education. The College of Marin may initiate articulation with a high school/ROP instructor.
3. The content and integrity of the courses articulated must be agreed upon and maintained and is subject to review at the request of either party. Curriculum may be revised to maintain up-to-date content and assure articulation. Participating faculty and administrators will have orientation on and access to the curriculum of the articulated courses, as well as the articulation process itself.
4. Instructors of articulated courses will meet annually with their Advisory Committees to keep the committees informed of the progress and maintenance of articulation.
5. Articulation agreements will be valid for three years from the date signed unless voided by one of the parties.
6. The Dean of Career and Technical Education will ensure that the articulation process is in place and assure that appropriate faculty is participating in good faith.