



**Discipline: Medical Assisting**

**Date Submitted: June 29, 2007**

**ARTICULATION TEMPLATE**

<p><b>General Course Title:</b> Introduction to Medical Assisting College of Marin course MEDA 160, Introduction to Medical Assisting Careers, 2.0 units, will articulated to Terra Linda High School's ROP Medical Assisting class</p>	
<p><b>General Course Description:</b> Course introduces students to basic medical assisting skills utilized in medical offices and/or clinics.</p>	
<p><b>College Prerequisite(s):</b> None</p>	<p><b>HS/ROCP Prerequisite(s):</b> None</p>
<p><b>Advisories/Recommendations:</b> Terra Linda students acknowledge the high school course is held from August to August and includes a required summer semester for an internship in medical facilities.</p>	
<p><b>Course Content:</b></p> <ul style="list-style-type: none"> <li>• Appointment scheduling</li> <li>• Professionalism and Communications (diversity)</li> <li>• Critical thinking</li> <li>• Customer service</li> <li>• Employability skills</li> <li>• Ethics: medical ethics and legal</li> <li>• Health Insurance Portability and Accountability Act (HIPAA)</li> <li>• Infection control</li> <li>• Medical records – introductory</li> <li>• Medical terms – introductory</li> <li>• Medical insurance - introductory</li> <li>• Overview of body systems</li> <li>• Safety</li> <li>• Scope of practice</li> <li>• Vital signs</li> </ul>	
<p><b>Competencies and Skill Requirements (Use additional pages as necessary.) Where appropriate, please incorporate standards being used (e.g. CTE standards).</b> <b><i>At the conclusion of this course, the student should be able to:</i></b></p> <ol style="list-style-type: none"> <li>1. Differentiate the various roles of the Medical Assistant within the health care team</li> <li>2. Describe the operation of a typical medical office</li> <li>3. Demonstrate infection control practices</li> <li>4. Comply with HIPAA</li> <li>5. Maintain medical records' content</li> <li>6. Measure and record vital signs</li> <li>7. Explain the important of effective communications within diverse settings and populations</li> <li>8. Discuss appointment scheduling</li> <li>9. Employ safety concepts</li> <li>10. Discuss ethical and legal issues</li> <li>11. Identify the components of good customer service</li> <li>12. Practice employability skills</li> </ol>	

13. Identify health care reimbursement systems	
14. Practice critical thinking	
15. Identify elements of building medical terminology	
<b>Measurement Methods (include any industry certification or licensure):</b> Tests, quizzes, skill demonstrations.	
<b>Sample Textbooks or Other Support Materials (including Software):</b> High school text: Lippencott, Williams and Wilkins' Comprehensive Medical Assisting, fourth edition, 2013 COM text: Introduction to Health Careers, ISBN 9781582559001	
<b>Discipline Work Group (DWG) Comments:</b> This is an introductory course.	
<b>DWG Facilitator's Signature:</b>	<b>Date:</b>
<i>[Office use only.]</i> <b>TOPs Code:</b>	<i>[Office use only.]</i> <b>Internal Tracking Number:</b>
<b>Date Accepted by Steering Committee:</b> <i>Patty Dunlap</i> <span style="float: right;">1/7/2016</span>	
<b>Marin County Local Signatures:</b>	
<b>Marin County Office of Education</b> <i>Mark Grant</i> <i>M. Bue</i>	<b>Date</b> 10/23/15 10/23/15
<b>Terra Linda High School</b> <i>Michael Palumbo, PhD, RN, CNS</i>	<b>Date</b> 10/20/15
<b>College of Marin</b>	<b>Date</b>

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 and a grade of "B" or higher on the final examination. Two high school semesters of this course will equal 2.0 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](http://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.