



**BAKER COLLEGE**  
**STUDENT LEARNING OUTCOMES**

**MA1530 Medical Assistant Practicum**  
**3 Semester Hours**

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**Student Learning Outcomes & Enabling Objectives**

- 1. Develop test-taking strategies to prepare for the credentialing examination**
  - a. Demonstrate an understanding of the format, types of questions, and question answering strategies in regards to a national certification examination for Medical Assisting
  - b. Explain the significance of certification to the medical assistant
  - c. Explain the role of exams in the certification process
  - d. Explain why it is important for the medical assistant to be certified
  
- 2. Apply concepts of clinical practice to healthcare**
  - a. Demonstrate an understanding of the foundations of clinical practice:
    - i. Anatomy and physiology
    - ii. Applied mathematics
    - iii. Infection Control
    - iv. Nutrition
  
- 3. Evaluate effective communication skills in the workplace**
  - a. Demonstrate an understanding of the concepts of effective communication
  - b. Use medical terminology correctly and pronounced accurately to communicate information to providers and patients
  - c. Report relevant information concisely and accurately
  
- 4. Model proper concepts of medical and business practices to the healthcare setting**
  - a. Demonstrate an understanding of the concepts of medical and business practices:
    - i. Administrative functions
    - ii. Basic Practice Finances
    - iii. Third Party Reimbursement
    - iv. Procedural and Diagnostic Coding
  
- 5. Interpret medical law and ethics**
  - a. Demonstrate an understanding of medical law and ethics:
    - i. Legal Implications
    - ii. Ethical Considerations
  - b. Apply HIPAA rules in regard to:
    - i. Privacy

ii. Release of information

**6. Apply concepts of safety and emergency practices**

- a. Demonstrate an understanding of safety and emergency practices
- b. Protective Practices
- c. Demonstrate self-awareness in responding to an emergency

**7. Perform entry-level medical assistant skills in a healthcare setting**

- a. Perform administrative procedures
- b. Perform clinical skills
- c. Demonstrate entry-level knowledge of the subject matters required for competence in the medical assistant profession
  - i. Apply cognitive skills to perform administrative and clinical skills
- d. Exhibit behavior of a professional medical assistant
- e. Communicate verbally and non-verbally with the patient, caregiver, and other healthcare team members in an appropriate and effective manner.

**8. Demonstrate respect of individual diversity**

- a. Gender
- b. Race
- c. Religion
- d. Age
- e. Economic statute
- f. Appearance

## **Big Ideas and Essential Questions**

### **Big Ideas**

- Entry-level administrative skills
- Entry-level clinical skills
- Professionalism and work ethic in the medical office

### **Essential Questions**

1. What entry-level administrative skills will you be performing?
2. What entry-level clinical skills will you be performing?
3. Why is professionalism and a good work ethic important in the work place?

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These SLOs are not approved for experiential credit.

**Effective: Fall 2021**