COURSE TITLE: Clinical Experience
COURSE NUMBER: MEDPT 252-01
CREDIT HOURS: 1 – 6 (variable)
SEMESTER OFFERED: Fall and Spring
INSTRUCTOR: Rhona Alboucq

PREREQUISITE: MEDPT 172 Medical Terminology and AMA I or permission of instructor

DATE: Spring 2015

PURPOSE:
The purpose of this course is to provide practical on-the-job work experience in a medical facility. This class enables the student to apply all of the classroom training to a work situation. It is an integral part of the Administrative Medical Assistant program because there is no substitute for actual work experience. It also provides the students with a work experience reference and possible future job placement.

METHODS OF INSTRUCTION:
Observation, demonstration, questioning, developing written procedural steps, and supervised work experience.

METHODS OF EVALUATION:
Satisfactory completion of each procedure is determined with evaluation by the instructor and the supervisor in the placement setting.

This course is graded on a pass/fail basis, and students must satisfactorily complete a minimum of 45 hours per credit.

GENERAL INSTRUCTIONS:
1. Students must have completed the majority of their coursework before taking this course, and this course should be taken in their last semester. A maximum registration of 6 credits is allowed in the semester that a student is taking this course. Students will be proactive in finding and establishing a clinical experience site.

2. The procedures that are indicated in this outline may vary depending on the type of placement for each individual student. For example, a student placed in the medical records department of a hospital will perform duties, which differ from the duties in a doctor’s office.
3. The steps taken to satisfactorily complete the procedures will be the same for each student no matter what the placement setting is. These steps are as follows:

A. The student will observe the procedure(s) to be performed and take detailed notes to aid in performing the procedure.

B. The placement supervisor will instruct the student in the correct method of performing the procedure.

C. The placement supervisor will make any comments regarding the student’s performance, attitude, etc. on the student rating form.

D. The student’s performance will be evaluated at least once during the placement period by the placement supervisor using an evaluation form supplied by the Administrative Medical Assistant program instructor. The evaluations will be discussed with the student during a meeting with the student, placement supervisor, and Administrative Medical Assistant program instructor. Any additional evaluation may take place at the request of the supervisor.

E. The Administrative Medical Assistant program instructor will check with the student and the placement supervisor regarding the student’s progress and/or any problems that are arising with the placement and will note these contacts in the student’s file.

F. The student has professional liability insurance through the College, or if the student is employed by the site they would be covered under the employer’s contract.

G. Students must attend a clinical orientation before beginning the clinical placement.

H. The weekly forms must be completed and turned in to the instructor by no later than Wednesday of each week. This form will cover the clinical hours for the previous week. It is anticipated that a student will learn to perform a variety of duties and will not spend more than 25% of his/her clinical placement time doing filing, scanning, or copy work.

I. If a student wishes to earn more than 3 credits of clinical placement experience, more than one site may be arranged by the student, with the assistance of the instructor.

J. The student will provide a complete up-to-date resume to the placement supervisor before acceptance for the clinical placement. Many of the clinical supervisors are requiring that the students interview and compete for the positions in their facility so students should view this as a job placement interview.
EXPECTED LEARNING OUTCOMES:
It is expected that the students will perform to the best of his/her ability during the clinical placement and gain as much knowledge about the medical field as possible. If there is a position available in the facility, it is hoped that this student can compete for employment. If there are not positions available, it is expected that the student will work toward getting a good reference from his/her supervisor. The evaluation is considered an excellent learning process, and it is expected that the supervisor will be as honest as possible in his/her assessment while bearing in mind that this is a student who is in the process of learning.

Although the duties and learning experiences will vary from one clinical placement to another, there are certain expected learning outcomes that should be covered in all placements. It is expected that the students will be shown:

1. How to correctly receive a patient or caller to the medical facility.
2. How to correctly answer the telephone in this facility. The student may need to transfer the call to an employee.
3. How the records are maintained and filed.
4. The layout of the facility and the duties performed by each employee that the student works with.
5. What are considered medical emergencies in the facility?
6. The billing process, if applicable to this position.
7. How the computer software and EMR are used in this facility.
8. As many processes/skills as possible in this facility. If students are unable to perform certain duties, it is suggested that they be allowed to observe the way a professional performs the task.

CONFIDENTIALITY:
Each student is required to maintain the strictest patient confidentiality. If confidentiality is breached, or any other unethical behavior is displayed, the student will receive a fail for the course and may be dismissed from the program.
DISABILITY STATEMENT:
If course adaptations or accommodations are needed because of a disability, if you need to make me aware of emergency medical information, or if you will need special arrangements in case of building evacuation, please contact me by the 10th day of the semester.

CULTURAL DIVERSITY:
In addition to the primary course content, Lewis-Clark State College enhances and promotes the free exchange of ideas in an environment that celebrates the dignity, worth, and contributions of all ethnic and cultural backgrounds. We include opportunities to broaden cultural awareness by attendance at our annual International Exchange Conference, Native American Week, and Japan Week.

My office location is: SGC 200B
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