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| **Erie High School** | **Medical Assistant Curriculum Map****CIP Code #51.0801** | **Industry Standards****AMCA****APA Child Welfare Resource Center****OSHA****PA Dept of Health** |
| **Level I** | **1st Quarter****INTRODUCTION TO HEALTH CARE** Introduction to Medical AssistingHealthcare & the Healthcare Team Professionalism and SuccessInterpersonal Communication**INFECTION CONTROL I/SAFETY AND EMERGENCY PRACTICES**Basic Safety and Infection Control**CONCEPTS OF EFFECTIVE COMMUNICATION I McGraw**Developing Your People Skills**MEDICAL TERMINOLOGY I**Content helps students build a foundation of medical terminology to help students who have little or no experience or background in healthcare*.*  | **2nd Quarter****INTRODUCTION TO HEALTH CARE** Legal & Ethical IssuesPatient ReceptionOffice Equipment and SuppliesExamination and Treatment Areas**CONCEPTS OF EFFECTIVE COMMUNICATION I**The Customer Service ProfessionContributing to the Service CultureVerbal Communication Skills**MEDICAL TERMINOLOGY II**Continuing to build onthe purpose of medical language with the clarity, quickness, comfort, origins of medical language, know the Greek and Latin language, basic eponyms and acronyms, modern language, principles of medical language, memorization, translation, pronunciation associated with medical language, syllable emphasis**INTRODUCTION TO COMPUTER APPLICATIONS**Typing Skills  | **3rd Quarter****INTRODUCTION TO HEALTH CARE** Written & Electronic DocumentsMedical Records & DocumentationElectronic Health RecordsTelephone Techniques**CONCEPTS OF EFFECTIVE COMMUNICATION I**Nonverbal Communication SkillsListening to the CustomerCustomer Service and BehaviorService Breakdowns and Service Recovery**MEDICAL TERMINOLOGY III**Continuing to build onthe purpose of building the foundation of medical terminology, identify the roots/word parts, translate the subjective & objective terms, translate the assessment & plan terms.Use abbreviations associated with medical words.**INTRODUCTION TO COMPUTER APPLICATIONS**Typing skills increaseLetterheadsInvoicesNotices | **4th Quarter****INTRODUCTION TO HEALTH CARE** Patient EducationManaging Medical Records**HEALTHCARE LAW AND ETHICS I**Intro to Law & EthicsMaking Ethical DecisionsWorking in the Healthcare Field**CONCEPTS OF EFFECTIVE COMMUNICATION I**Customer Service in a Diverse WorldCustomer Service via TechnologyEncouraging Customer Loyalty**MEDICAL TERMINOLOGY IV**Continuing to build onthe purpose of building the foundation of medical terminology and grasping a better understanding and knowledge, identify the roots/word parts, translate the subjective & objective terms, translate the assessment & plan terms.Use abbreviations associated with medical words.**INTRODUCTION TO COMPUTER APPLICATIONS**Typing skills increaseNew Patient LettersBrochures/pamphletsNewsletters |
| **Level II** | **1st Quarter****INFECTION CONTROL II** OSHA Blood Borne Pathogens StandardMSDS SafetyPPE***BLOODBORNE AND AIRBORNE PATHOGENS CERTIFICATION*****MEDICAL ASSISTANT ADMINISTRATIVE FUNCTIONS/INTRODUCTION TO MEDICAL INSURANCE AND MANAGED CARE**Schedule ManagementInsurance and BillingDiagnostic Coding**INFECTION CONTROL II****CONCEPTS OF EFFECTIVE COMMUNICATION II Pearson**Your Career Starts Now[Developing Your Personal Skills](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_003.rtf)Developing Your Paper Skills IIntake of Information**INTRODUCTION TO HUMAN BIOLOGY**Organization of the BodyThe Integumentary SystemThe Skeletal System**INTRODUCTION TO COMPUTER APPLICATIONS II**Continue the use of Microsoft Word/ExcelIncrease Typing Skills | **2nd Quarter****MEDICAL ASSISTANT ADMINISTRATIVE FUNCTIONS/ INTRODUCTION TO MEDICAL INSURANCE AND MANAGED CARE**Procedure CodingPatient Billing & Collections**CONCEPTS OF EFFECTIVE COMMUNICATION II**Developing Your Paper Skills IIOutput of Information[Developing Your Practical Skills](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_009.rtf)**INTRODUCTION TO HUMAN BIOLOGY**The Muscular SystemThe Cardiovascular SystemThe BloodThe Lymphatic and Immune System**INTRODUCTION TO COMPUTER APPLICATIONS II**Continue the use of Microsoft Word/ExcelIncrease Typing Skills | **3rd Quarter****MEDICAL ASSISTANT ADMINISTRATIVE FUNCTIONS/CONTINUATION OF MEDICAL INSURANCE AND MANAGED CARE**Financial ManagementPatient Interview & HistoryHandling Billing Forms **MEDICAL ASSISTANT CLINICAL SKILLS LAB**Vital Signs and MeasurementsAssisting with a General Physical Examination**CONCEPTS OF EFFECTIVE COMMUNICATION II****INTRODUCTION TO HUMAN BIOLOGY**The Respiratory SystemThe Nervous SystemThe Urinary SystemThe Reproductive System**INTRODUCTION TO COMPUTER APPLICATIONS II**Continue the use of Microsoft Word/ExcelIncrease Typing Skills | **4th Quarter****MEDICAL ASSISTANT CLINICAL SKILLS LAB**Assisting in Reproductive and Urinary Specialties Assisting in PediatricsAssisting in GeriatricsAssisting in Other Medical Specialties**HEALTHCARE LAW AND ETHICS II**Laws, the Courts & ContractsProfessional Liability & Medical MalpracticeDefense to Liability Suits**CONCEPTS OF EFFECTIVE COMMUNICATION II****INTRODUCTION TO HUMAN BIOLOGY**The Digestive SystemThe Endocrine SystemSpecial Senses**INTRODUCTION TO COMPUTER APPLICATIONS II**Continue the use of Microsoft Word/ExcelIncrease Typing Skills |
| **Level III** | **1st Quarter****INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES****MEDICAL ASSISTANT CLINICAL SKILLS LAB**Assisting with Eye and Ear CareAssisting with Minor Surgery**INFECTION CONTROL STANDARDS****PHARMACOLOGY**Principles of PharmacologyDosage CalculationsMedication AdministrationConsumer Safety and Drug RegulationsDrug Names and ReferencesSources and Bodily Effects of DrugsMedication Preparations and SuppliesAbbreviations and Systems of Measurement**INFECTION CONTROL III**Maintaining Infection Free EnvironmentSterile Gloving, BBP, PPE, MRSA, OSHA**INTRODUCTION TO HUMAN** **ILLNESS AND DISEASE**Mechanism of Diseases, Diagnosis and TreatmentsDevelopmental, Congenital, Childhood Diseases and Disorders[Immunologic Diseases and Conditions](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_003.rtf)**REVIEW ON INTRODUCTION TO MEDICAL INSURANCE AND MANAGED CARE**Reviewing prior years information on insurance and billing**CONCEPTS OF EFFECTIVE COMMUNICATION III**[Etiquette/Dress](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter04/filep7000494729000000000000000000d09.xhtml#P7000494729000000000000000000D09), [Ethics, Politics, and Diversity](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter05/filep70004947290000000000000000045d6.xhtml#P7000494729000000000000000000FDF), [Becoming a Professional](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_011.rtf) **SAFETY AND EMERGENCY PRACTICES III**Emergency Preparedness | **2nd Quarter****PHARMACOLOGY**Safe Dosage CalculationsResponsibilities and Principles of Drug Administration Administration by the Gastrointestinal RouteAdministration by the Parenteral RoutePoison ControlVitamins, Minerals, and HerbsSkin Medications**HEALTHCARE LAW AND ETHICS III**Medical Records & Informed ConsentsPrivacy, Security & FraudPhysicians’ Public Duties & Responsibilities**CONCEPTS OF EFFECTIVE COMMUNICATION III**[Accountability and Workplace Relationships](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter06/filep70004947290000000000000000012ac.xhtml#P70004947290000000000000000012AC)[Human Resources and Policies](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter08/filep70004947290000000000000000016ec.xhtml#P70004947290000000000000000016EC)[Communication](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter09/filep7000494729000000000000000004d94.xhtml#P7000494729000000000000000001901)**INTRODUCTION TO HUMAN** **ILLNESS AND DISEASE**[Diseases and Conditions of the Endocrine System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_004.rtf)[Diseases and Disorders of the Eye and Ear](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_005.rtf)[Diseases and Conditions of the Integumentary System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_006.rtf)**MEDICAL ASSISTANT CLINICAL SKILLS LAB/ INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES**Orientation to the LabMicrobiology and DiseaseProcessing and Testing Urine and Stool Specimens**SAFETY AND EMERGENCY PRACTICES III** Continuation of all safety and emergency practice standards | **3rd Quarter****PHARMACOLOGY**Autonomic Nervous System DrugsAntineoplastic DrugsUrinary System DrugsGastrointestinal DrugsAnti-Infective DrugsEye MedicationsAnalgesics, Sedatives, and Hypnotics **INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES**Electrocardiography and Pulmonary Function TestingDiagnostic Imaging**INTRODUCTION TO HUMAN** **ILLNESS AND DISEASE**[Diseases and Conditions of the Musculoskeletal System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_007.rtf)[Diseases and Conditions of the Digestive System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_008.rtf)[Diseases and Conditions of the Respiratory System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_009.rtf)**CONCEPTS OF EFFECTIVE COMMUNICATION III**[Electronic Communications](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter10/filep7000494729000000000000000001b7a.xhtml#P7000494729000000000000000001B7A)**MEDICAL ASSISTANT CLINICAL SKILLS LAB**Collecting, Processing, and Testing Blood Specimens***OSHA CERTIFICATION******CPR AND AED CERTIFICATION*** | **4th Quarter****PHARMACOLOGY**Psychotropic Medications, Alcohol, and Drug AbuseMusculoskeletal and Anti-Inflammatory DrugsAnticonvulsants, Antiparkinsonian Drugs, and Agents for Alzheimer’s DiseaseEndocrine System DrugsReproductive System DrugsCardiovascular Drugs Respiratory Systems Drugs and Antihistamines**INTRODUCTION TO MEDICAL LABORATORY TECHNIQUES**Physical Therapy and RehabilitationNutrition and Health**INTRODUCTION TO HUMAN ILLNESS AND DISEASE**[Diseases and Conditions of the Circulatory System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_010.rtf)[Diseases and Conditions of the Urinary System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_011.rtf)[Diseases and Conditions of the Reproductive System](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_012.rtf)**CONCEPTS OF EFFECTIVE COMMUNICATION III**Practice ManagementPreparing for the World of Work**MEDICAL ASSISTANT CLINICAL SKILLS LAB** Continue skills learned***OSHA CERTIFICATION******CPR AND AED CERTIFICATION*** |
| **Level IV** | **1st Quarter****INFECTION CONTROL IV****PHARMACOLOGY**Drugs and Older Adults**INTRODUCTION TO HUMAN ILLNESS AND DISEASE**[Neurologic Diseases and Conditions](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_013.rtf)[Mental Disorders](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_014.rtf)[Disorders and Conditions Resulting from Trauma](https://coursewareobjects.elsevier.com/objects/elr/Frazier/essentials6e/TEACH/LP/Chapter_015.rtf)**HEALTHCARE LAW AND ETHICS IV**Workplace LegalitiesThe Beginning of Life & Childhood**CONCEPTS OF EFFECTIVE COMMUNICATION IV (Pearson)**[Beginning the Job Search](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_012.rtf)[Finalizing Your Employment Presentation Materials](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_013.rtf)[The Interview](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_014.rtf)[After the Interview](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_015.rtf)[Success on the Job](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_016.rtf)[Navigating Your Career](https://coursewareobjects.elsevier.com/objects/elr/Haroun/career4e/TEACH/LP/Chapter_017.rtf)**MEDICAL ASSISTANT CLINICAL SKILLS LAB**Continuation of lab skills**SAFETY AND EMERGENCY PRACTICES**Continuation of all safety and emergency practice | **2nd Quarter****NOCTI PREP****HEALTHCARE LAW AND ETHICS IV**Death & DyingHealthcare Trends & Forecast**PHARMACOLOGY**Review for NOCTI**CONCEPTS OF EFFECTIVE COMMUNICATION IV**Creating ResumesPortfolios**MEDICAL ASSISTANT CLINICAL SKILLS LAB**Continuation of lab skills | **3rd Quarter****NOCTI PREP****MEDICAL ASSISTANT CLINICAL SKILLS LAB**Continuation of lab skills**SAFETY AND EMERGENCY PRACTICES**Continuation of all safety and emergency practice***MANDATORY REPORTER CERTIFICATION******PATIENT CARE TECHNICIAN CERTIFICAITON*****MEDICAL ASSISTING EXTERNSHIP** | **4th Quarter****MEDICAL ASSISTANT CLINICAL SKILLS LAB**Continuation of lab skills**CONCEPTS OF EFFECTIVE** **SAFETY AND EMERGENCY PRACTICES**Continuation of all safety and emergency practice**COMMUNICATION IV**[Personal Financial Management](https://etext.pearson.com/eps/pearson-reader/api/item/2e5032c5-6cdc-41d6-8718-388dce2e90d8/1/file/Anderson_Professionalism/OPS/s9ml/chapter02/filep7000494729000000000000000000736.xhtml#P7000494729000000000000000000736)Thank You LettersMock Interviews***MANDATORY REPORTER CERTIFICATION*****MEDICAL ASSISTING EXTERNSHIP****NOCTI EXAM/PERFORMANCE** |