**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Basic Medical Assistant**

**Related unit of instruction:**

Introduction to Medical Office Clinical Procedures (Part 1)

**Approximate Completion time:**

20 hours

**Rationale for the Lap:**

This LAP is designed to introduce, prepare, and ensure student competency in clinical skills required at an entry level position for a medical assistant. Students learn to obtain patient histories and vital signs, assist with minor office procedures, patient assessment and education along with various other techniques involving assisting a physician within the parameters of a medical office.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 28 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Apply critical thinking skills in performing patient assessment and care.
3. Employ the concept of holistic care in the patient assessment process.
4. Describe the components of the patient’s medical history.
5. Define and apply the qualities of a helping relationship.
6. Display sensitivity to diverse patient populations.
7. Demonstrate therapeutic communications, including the use of the linear communication model and active listening techniques.
8. Recognize the importance of nonverbal communication when interacting with patients.
9. Identify barriers to communication and their impact on patient assessment.
10. Detect patients’ use of defense mechanisms and the resultant barriers to therapeutic communication.
11. Use therapeutic communication techniques with patients across the lifespan.
12. Demonstrate professional patient interviewing techniques.
13. Integrate detailed information about the chief complaint into concise, accurate documentation methods.
14. Differentiate among various medical record systems employed in the physician’s office.
15. Describe the connection between the interview process and implementation of patient education practices.
16. Determine risk management strategies for the ambulatory care setting.
17. Use reflection, restatement and clarification techniques to obtain a patient history.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Basic Medical Assistant**

**Related unit of instruction:**

Introduction to Medical Office Clinical Procedures (Part 1)

**Approximate Completion time:**

20 hours

**Rationale for the Lap:**

This LAP is designed to introduce, prepare, and ensure student competency in clinical skills required at an entry level position for a medical assistant. Students learn to obtain patient histories and vital signs, assist with minor office procedures, patient assessment and education along with various other techniques involving assisting a physician within the parameters of a medical office.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 31 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Apply critical thinking skills in performing the patient assessment and patient care.
3. Cite the average body temperature, pulse rate, respiratory rate, and blood pressure for various age groups.
4. Describe emotional and physical factors that can cause the body temperature to rise or fall.
5. Obtain and record an accurate patient temperature using three different sites.
6. Convert temperature readings between the Fahrenheit and Celsius scales.
7. Describe pulse rate, rhythm and volume.
8. Locate and record the pulse at multiple sites.
9. Demonstrate the best way to obtain an accurate respiratory count.
10. Specify physiologic factors that affect blood pressure.
11. Differentiate between essential and secondary hypertension.
12. Interpret revised hypertension guidelines and treatment.
13. Identify the different Korotkoff phases.
14. Accurately measure and document blood pressure.
15. Accurately measure and document height and weight.
16. Convert kilograms to pounds and pounds to kilograms.
17. Identify patient education opportunities when measuring vital signs.
18. Determine the medical assistant’s legal and ethical responsibilities in obtaining vital signs.

**High Plains Technology Center**

**Health Careers**

**Learning Activity Packet (LAP) for Basic Medical Assistant**

**Related unit of instruction:**

Introduction to Medical Office Clinical Procedures (Part 1)

**Approximate Completion time:**

20 hours

**Rationale for the Lap:**

This LAP is designed to introduce, prepare, and ensure student competency in clinical skills required at an entry level position for a medical assistant. Students learn to obtain patient histories and vital signs, assist with minor office procedures, patient assessment and education along with various other techniques involving assisting a physician within the parameters of a medical office.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheet for Chapter 32 in Kinn’s

*The Medical Assistant* book

1. Pass the test for this chapter

**Learning Objective:**

1. Define, spell and pronounce the terms listed in the vocabulary.
2. Apply critical thinking skills in performing the patient assessment and patient care.
3. Describe the structural development of the human body.
4. Differentiate among the functions of the 11 body systems and the major organs and structures of each system.
5. Outline the medical assistant’s role in preparing for the physical examination.
6. Summarize the instruments and equipment the physician typically uses during a physical examination.
7. Describe the six methods of examination and give an example of each.
8. Outline the basic principles of properly gowning and draping a patient for examination.
9. Name the various positions that may be used during an examination and identify the purpose of each.
10. Position and drape a patient in six different examining positions while remaining mindful of the patient’s privacy and comfort.
11. Demonstrate proper body mechanics in transferring a patient from a chair to the examination table and back.
12. Outline the sequence of a routine physical examination.
13. Prepare for and assist in the physical examination of a patient, correctly completing each step of the procedure in the proper sequence.
14. Summarize the role of the medical assistant in the physical examination process.
15. Determine the role of patient education during the physical examination.
16. Discuss the legal and ethical implication of the physical examination.