TECHNICAL COLLEGE
OF THE LOWCOUNTRY

COURSE SYLLABUS
MED 117 CLINICAL PRACTICE

Course Number & Title: MED 117 CLINICAL PRACTICE
LEC. 1 LAB. 12 CR. 5

Prerequisites: AHS 102, BIO 112, MED 103, MED 104, MED 112, CPT 170/101, ENG 101, MED 109, MED 114
Corequisites: MED 124

I. Course Description

This course provides practical application of administrative and clinical skills in medical facility environments and review for national credentialing exams.

II. Course Overview/Goals

The course is designed in a ten-week format focusing practical application of administrative and clinical skills in a medical facility environment. A hands-on emersion in to the medical office will allow for students to experience real world situations and apply both clinical and administrative skills gained while in class. The course will also focus on the important information that you will need to gain your certification. This course is part of the Medical Assisting program at the Technical College of the Lowcountry and strives to bring your closer to your goals of becoming a medical assistant. Special attention is three main parts; General Medical Assisting Knowledge, Administrative Medical Assisting Knowledge, and Clinical Medical Assisting Knowledge. This course's objectives are in line with TCL's role to educate and prepare quality medical assistants for the field.

III. Course Objectives *(*denotes vital objective)*

1. Describe and explain the profession of medical assisting.
2. Identify, define, and spell common medical terms and abbreviations.*
3. Describe and identify the different structures and functions of the body's systems.*
4. Recall the different terms associated with the mechanisms of disease and identify the major diseases and disorders that affected the body's systems.
5. Distinguish and classify the different microorganisms of the body and their role in the cycle of infection.*
6. Recognize and describe terminology and principals of general psychology.
7. Identify and recall nutrition and health promotion.
8. Recall and identify laws and ethical situations that affect medicine.
9. Describe and demonstrate front office duties of a medical receptionist.
10. Demonstration and differentiate the types of appointments, scheduling, and filing in the medical office.*
11. Identify and describe the importance of communication in the medical office including the five Cs of communication.

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12. Identify and demonstrate the ability to perform basic computer and technology functions.
13. Recognize and describe terminology and functions of financial management.
14. Identify and describe different types of medical insurance and the terminology used.*
15. Identify and demonstrate medical coding.
16. Identify and explain blood borne pathogens and the proper techniques for performing medical and surgical asepsis.*
17. Describe and demonstrate the medical assistant's role in preparing a patient.*
18. Recall and describe how to obtain vital signs and measurements and what constitutes normal ranges.*
19. Recognize and identify general pharmacology including the classifications, uses, and effects of different drugs on the body's systems.*
20. Describe and recall the administration of medication including the "seven rights."*
21. Recall and explain electrocardiography and conditions, structures, and functions of the heart.*
22. Identify and recall the different types of diagnostic imaging and the medicals assistant's role in preparing the patient.
23. Recall and describe terminology, assessment techniques, and treatments used in physical therapy.
24. Recognize and describe medical emergencies and the different types of first aid that may be required of a medical assistant.*
25. Recall and describe the medical assistant's role in collecting and processing specimens.*
26. Experiencing and mastering patient, coworker, manger, and practitioner interactions in a medical office.*
27. Utilizing and mastering clinical and administrative skills in the medical office.*

IV. Course Prerequisites/Co-Requisites

AHS 102 Medical Terminology
BIO 112 Basic Anatomy and Physiology
CPT 170 Microcomputer Applications
ENG 101 Composition I
MED 103 Medical Assisting Introduction
MED 104 Medical Assisting Administrative Procedures
MED 112 Medical Assisting Pharmacology
MED 109 Medical Business Records
MED 113 Basic Medical Laboratory Procedure
MED 114 Medical Assisting Clinical Procedures
MED 124 Medical Computer Practicum(Co-Requisite)

V. Course Credits

5 credit hours

VI. Required Texts and Materials

Medical Assisting Review: Passing the CMA, RMA, and CCMA Exams, 5/e
Moini; McGraw-Hill Education
©2015, ISBN: 9780073513829

All required online assignments and the interactive eBook for this course are available in Connect Plus. To access and purchase Connect Plus, go to (*instructor provided URL*). Purchasing Connect Plus online is the best value for your required course materials – typically half the price of the printed textbook bundle, and usually cheaper than buying a rental or used book + Connect Plus access code separately.

In Connect Plus, every question links directly to the eBook. This means that when you are struggling with a question you can go directly to the explanation in the eBook for help without carrying around a heavy textbook! You can access the eBook from any computer, any time. If you change your mind and decide to purchase a printed text, you can buy a discounted looseleaf version of your book with the click on a button. Remember, Connect Plus is worth a portion of your total grade in this course.

LearnSmart/SmartBook creates a personalized reading experience by highlighting the most impactful concepts a student needs to learn at that moment in time. As a student engages with *LearnSmart*/*SmartBook*, the reading experience continuously adapts by highlighting content based on what the student knows and doesn't know. This ensures that the focus is on the content he or she needs to learn, while simultaneously promoting long-term retention of material. To access your assignments in LearnSmart/Smartbook, go to the Connect Plus URL (instructor provided URL)

VII. Basis for Final Grade Evaluation

Provide a listing of assessments and their weighting in the semester total.

Assessment	Percent of Final Grade
Assignments – Connect & LearnSmart/Smartbook	25%
Professionalism	5%
Externship assessment/FINAL	50%
Practice Exams	20% (12)
	100%

Grading Policy

Grading scale
93% - 100% A
83% - 92% B
78% - 82% C
Below 78% F
W withdraw
WP withdraw with passing grade
WF withdraw with failing grade
I Incomplete

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VIII. **Course Policies: Grades**

Grading Methodology

1. Honorlock Online Proctoring and Technology Requirements

TCL uses an online test proctoring service called Honorlock to monitor some online tests as an alternative to in-person proctoring. Your instructor may elect to have some of your tests proctored using Honorlock. If so, you will need to make sure that you have access to the necessary equipment in order to take your online-proctored tests:

-A computer with access to a high-speed Internet connection
-A webcam and microphone. A functioning webcam and microphone are required to complete proctored online tests.
-Microsoft Office. Microsoft Office can be downloaded free by accessing the Office 365 link in you TCL email account.
- The ability to install the Honorlock extension on Google Chrome

1. All assignments are due on the date scheduled and no late assignments will be accepted. A grade of "0" will be given if projects or assignments are not turned in on time. If you are not going to attend class then you must turn the assignment in to the instructor prior to date due or scan and email it by the day it is due.
2. A grade of '0' will be recorded for missed tests except under extenuating circumstances. In order for a makeup test to be considered, a written excuse must be presented to the instructor (i.e. doctor, ER physician, jury duty, accident report).
3. If a lecture by a guest speaker is missed the student will be required to write a comprehensive term paper on the information covered. The term paper will be due within 1 week of the time missed.
4. If a student is absent on an assigned presentation date, a zero will automatically be given for the presentation grade except under extenuating circumstances which must be approved by the instructor.
5. A minimum score of 80% must be met on all psychomotor and affective domain objectives (skill). Three (3) attempts will be allowed per skill / objective. The student must successfully complete the 3rd objective attempt before the end of the semester.
6. If the objective is to be repeated, the highest possible recorded grade will be an 80%. If the objective is not passed on the third attempt, the grade received is the grade recorded.
7. Repeat attempts of any psychomotor and affective objectives (skills) will be scheduled at the instructor's discretion. The final grade must be 78.000 or more in order to pass the course and progress in the program.
8. Grades are posted on Blackboard within one week of administration of tests and examinations.
9. ***According to TCL policy, a***ttendance in an online course is defined by; at least once weekly course access and by completion of assignments as required by the instructor. Each student will be expected to access the web class at least once a week and complete weekly assignments on time. Additional access is encouraged and may be necessary for successful completion of classes.
10. Professionalism grades are based on adherence to professional objectives, dress code policies, and academic integrity. Students who show academic or social misconduct based on behaviors outlined in the Professional Objectives and Academic Misconduct sections of this syllabus or have an infraction of Dress Code and Professionalism section outlined in the program handbook can lose a minimum of 5

points per incident of a total of 100 per semester. Professionalism is worth 5% of the total class grade for the semester.

Hazardous Weather

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System.

With TCL's Text Alerts you can receive immediate notification of emergency events via text messaging on your cell phone. All students are strongly encouraged to register their cell phones with this service. Signing up is easy, just fill out the simple form on the TCL website (https://tcl.regroup.com/signup).

Academic Misconduct

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the TCL Student Handbook, the Division Office, and the Learning Resources Center.

Health care professionals hold the public trust. Academic misconduct by health science students calls that trust into question and academic integrity is expected. Academic misconduct may result in withdrawal for related health science courses. Also, depending on the severity of the student's academic misconduct, the student will not only be withdrawn from the program, but will not be allowed for re-entry and/or reapplication to **all** Health

Science programs. It is a fundamental requirement that any work presented by students will be their own. Examples of
academic misconduct include but are not limited to:

1. Copying the work of another student or allowing another student to copy working papers, printed output, electronic files, quizzes, tests, or assignments.
2. Completing the work of another student or allowing another student to complete or contribute to working papers, printed output, electronic files, quizzes, tests, Scantron, or assignments.
3. Viewing another student's computer screen during a quiz or examination.
4. Talking or communicating with another student during a test.
5. Violating procedures prescribed by the instructor to protect the integrity of a quiz, test, or assignment.
6. Plagiarism in any form, including, but not limited to: copying/pasting from a website, textbook, previously submitted student work, or any instructor-prepared class material; obvious violation of any copyright-protected materials. Safe Assignment is used to detect plagiarism.
7. Knowingly aiding a person involved in academic misconduct.
8. Providing false information to staff and/or faculty.
9. Entering an office unaccompanied by faculty or staff.
10. Misuse of electronic devices (including, but not limited to: cell phones, laptops, tablets, smart watches, etc.)

Classroom Computer Policy
Only assigned computer activity will be conducted during class time. If a student is observed accessing a computer for any reason other than assigned activities, the instructor can administer a pop quiz to the entire class. Exceptions will be made on an individual basis and must be discussed with the instructor prior to the start of class.

Cell Phone and Electronic Devices Policy
All cell phones and electronic devices will be turned off and stored before class starts. If a student's cell phone rings or if a student is observed texting or engaging in any other cell phone activity during class time, the instructor can deduct attendance time from the student.

Exceptions will be made on an individual basis and must be discussed with the instructor prior to the start of class.

All students are required to remove ALL watches of any kind during exams and quizzes and place them in the front of the classroom with personal belongings and electronics.

During on campus examinations, only answers transferred and completed on Scantron sheets will be graded electronically to count towards the test score.

PPE REQUIREMENT
All students will be required to wear PPE as deemed appropriate and necessary per clinical facility for the duration of the clinical experience. Students will also be required to wear PPE while participating in any "on campus" activities such as labs/lectures. Failure to adhere to this mandate will render the student ineligible to participate in clinical rotations or "on campus" activities, and therefore unable to progress in the program

Attendance

1. Students will be expected to accept their responsibility for successful completion of course objectives and to demonstrate sincere interest in professional development by attendance at every scheduled class and lab (Externship class and lab =hours agreed upon by site, handing in timesheets, journal assignments, and completing all other work assigned for review).

   When a student is unable to attend class due to illness, death in the family, etc., that student will be responsible for notifying the instructor (**not sending a message with another student**) prior to the class or lab from which the student will be absent.

   Any student absent from class is responsible for:
   a. Obtaining all handouts
   b. Acquiring material discussed in the missed class by contacting a classmate before class to assist with notes taken, etc.
   c. Assignments
   d. Understanding that pop quizzes cannot be made up.

2. A total of 2 absences from lecture, lab or a combination of these will be permitted without penalty. (See tardy and early departure policy below.) Each absence, tardy or early departure thereafter from either lecture or lab will result in the deduction of 2 points from the student's final grade.

3. Any student who is late for class should enter quietly as to not disrupt activities already in progress or other students in the learning process. The program faculty expects that students will be on time for each and every class and lab. A student will be counted tardy if they are 1 to 10 minutes late for class (according to clock in room where exam is being held). Tardiness of more than 10 minutes is considered an absence of one class period. Faculty expects students to remain in class for the entire period. An early departure is defined as leaving class before class is dismissed by the instructor. Two instances of tardy, or two of early departure or one tardy and one early departure will equal one absence.

4. If a student never attends or is absent for more than 10% of a class the student will be withdrawn per the attendance policy in the student handbook. Failure to attend class and/or withdrawal from class can negatively impact your financial assistance. **Reinstatement requires the signature of the Division Dean**.

5. Students are expected to be in class on time. Arrival to class/clinic after the scheduled start time or leaving class prior to dismissal counts as a tardy. Class, clinical, and lab times are measured by the clock in these teaching areas. Three tardies and/or early departures are considered as one absence unless stated otherwise. Students must notify the clinical unit, the clinical instructor, the course coordinator and leave a message on the administrative assistant's voice mail at least 30 minutes PRIOR to their clinical start time and follow proper steps outlined in syllabus addendum and Nursing Student Handbook depending upon student's tardiness or being absent from the clinical setting. Failure to do so WILL RESULT IN DISMISSAL FROM THE PROGRAM

Absences from the clinical area are strongly discouraged. The attendance policy applies to clinical activities. "NO CALL, NO SHOW" for clinical is unprofessional conduct and THE STUDENT WILL BE WITHDRAWN FROM THE PROGRAM.

Please refer to the Division Handbook for clarification of the No Call/No Show process.

Withdrawals and Incompletes
In this course, the instructor *will* withdraw a student during the course of the class for non-attendance. It is the responsibility of the student to email the instructor that you will not be attending and withdraw from the class if that becomes necessary. Failure to attend class and/or withdrawal from class may impact your financial assistance.

While withdrawing from a course is sometimes necessary, it is advisable to discuss this with the instructor before withdrawing. Additionally before withdrawing, consider whether this course is a prerequisite for another course; whether the course will be offered again in the future; whether withdrawing will delay plans to transfer graduation; or whether withdrawing will affect eligibility for honors designation, health insurance benefits or other financial arrangements. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

When a student determines that he/she will be unable to complete courses in which he/she is currently enrolled, it is the student's responsibility to initiate procedures leading to a formal withdrawal ("W") in order to avoid a failing ("F") grade.

In the event it becomes necessary for a student to withdraw from the course ***OR*** *if a student stops attending class*, **it is the student's responsibility to initiate and complete the necessary paperwork.** Withdrawing from class may have consequences associated with financial aid and time to completion. Students are strongly encouraged to consult with Financial Aid prior to withdrawing from any class, particularly if the student is currently on a warning or probation status.

Progression Policy
Progression in the Medical Assisting program is dependent on satisfying course prerequisites, co-requisites and maintaining a grade of "C" or better for all courses in the curriculum. No course in the Medical Assisting curriculum may be taken more than twice.

Student Academic Integrity Policy
Students are expected to maintain absolute integrity and high standards of individual honor in their academic work. Students are expected to do their own work in this course. It is a violation of policy for any student to share work with another. This includes but is not limited to, homework, papers, other written reports, tests and exams. In addition, conduct that violates the standards of academic honesty and integrity and is subject to disciplinary action may include but is not limited to cheating, fabrication and falsification, plagiarism, abuse of academic materials, installation of a computer virus, and complicity in academic dishonesty.

Accommodations for Students with Disabilities
Refer to school policy and Health Division handbook for further clarification. Students who have a documented disability or who may think that they may have learning problem must contact the proper school administration personnel each semester and provide proper documentation. Instructors will provide the necessary accommodations upon the advice of the proper school administration personnel.

Netiquette

If you communicate with your classmates or instructor in writing through the discussion forum, e-mail, message link, or chat sessions. "Online manners" are generally known as "netiquette." As a general rule, you should adhere to the same classroom conduct that you would "off-line" in a face-to-face course. Some examples of proper netiquette are:

- Avoid writing messages in all capital letters. THIS IS GENERALLY UNDERSTOOD AS SHOUTING.
- Be careful what you put in writing. Even if you are writing a message to one person, assume that anyone could read it. Though you may send a message to a single person, it is very easy to forward your message to many other people.
- Grammar and spelling matter. Online courses demand the same standard of academic communication and use of grammar as face-to-face courses.
- Never use profanity in any area of an online course. The transcripts of online course message boards, email, discussion forums, and chat sessions may be saved by the instructor and/or school administration.
- When responding to e-mail messages, only use "Reply to All" when you really intend to reply to all.
- Avoid unkindly public criticism of others.
- Use sarcasm cautiously. In the absence of nonverbal cues such as facial expressions and voice inflections, the context for your sarcasm may be lost, and your message may thus be misinterpreted.

***This syllabus Is subject to change at any point in the semester at the instructor's discretion**

IX. Schedule* Suggested completion of assignments

Week/day	Class	Topics to be Discussed in Class
	• Lecture- chapters 1-2 • Assignment 1.1 – Cram review game. http://www.cram.com/ • Assignment 1.2 – Connect is due next class period.	1. Describe and explain the profession of medical assisting. 2. Identify, define, and spell common medical terms and abbreviations.
	• Read Chapters 1- 3 (Textbook pp.2-72) • Lecture – chapter 3 • Assignment 1.3 - Review questions at the end of chapters 1-3. Complete in class. • Assignment 1.4 –Complete in class: Draw 3 different bodies. On the first one, label the different body planes. On the second one, label the body cavities. On the third one, label all 9 regions. • Assignment 1.5 - SmartBook/LearnSmart is due on Sunday. • Quiz 1 is due on Sunday	3. Describe and identify the different structures and functions of the body's systems.
	• Read chapter 4 (pages 73-89)* • Lecture – chapter 4 • Assignment 2.1 – Worksheet on matching on major diseases and disorders of the body systems complete in class. • Assignment 2.2 - Connect is due next class period.	4. Recall the different terms associated with the mechanisms of disease and identify the major diseases and disorders that affected the body's systems.
	• Read chapter 5 (pages 90-103)* • Lecture – chapter 5 • Assignment 2.3 – Research a microbial disease of each of the body systems (pages 95-98). Write a paragraph on each disease include route of transmission, signs and symptoms, and possible treatments. Complete in class. • Assignment 2.4 - SmartBook/LearnSmart is due on Sunday. • Quiz 2 is due on Sunday	5. Distinguish and classify the different microorganisms of the body and their role in the cycle of infection.

	• Read chapter 6 (pages 144-165)* • Lecture – chapter 6 • Assignment 3.1 – Review questions at the end of chapters 6. Complete in class. • Assignment 3.2 – Cram review game. Complete in class. • Assignment 3.3 – Connect is due next class period.	6. Recognize and describe terminology and principals of general psychology.
	• Read chapter 7 (pages 114-125)* • Lecture – chapter 7 • Assignment 3.4 – Create a poster on promoting good nutrition and healthy habits. Complete in class. • Assignment 3.5 - SmartBook/LearnSmart is due on Sunday. • Quiz 3 is due on Sunday.	7. Identify and recall nutrition and health promotion.
	• Read chapter 8 (pages 126-143)* • Lecture – chapter 8 • Assignment 4.1 Find and summarize two current (last 5 years) articles that violate medical laws and ethics. Complete in class. • Assignment 4.2 – Connect is due next class period.	8. Recall and identify laws and ethical situations that effect medicine.
	• Read chapter 9 (pages 145-165)* • Lecture – chapter 9 • Assignment 4.3 – Worksheet on finding errors on correspondence. Complete in class. • Assignment 4.4 - SmartBook/LearnSmart is due on Sunday. • Quiz 4 is due on Sunday	9. Describe and demonstration front office duties of a medical receptionist
	• Read chapter 10 (pages 166-178)* • Lecture – chapter 10 • Assignment 5.1 – Review questions at the end of chapter 10. Complete in class. • Assignment 5.2 – Connect is due next class period.	10. Demonstration and differentiate the types of appointments, scheduling, and filing in the medical office.
	• Read chapter 11-12 (pages 179-197)* • Lecture – chapters 11-12 • Assignment 5.3 – Short Answer worksheet. Complete in class. • Review game for midterm chapters 1-12 • Assignment 5.4 - SmartBook/LearnSmart is due Sunday.	11. Identify and describe the importance of communication in the medical office including the five Cs of communication. 12. Identify and demonstrate the ability to perform basic computer and technology functions.

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	• Midterm over chapters 1-12 in Connect due on Sunday.	
	• Read chapter 13 (pages 198-218)* • Lecture – chapter 13 • Assignment 6.1 – Review questions at the end of chapter 13. • Assignment 6.2 – Connect is due next class period.	13. Recognize and describe terminology and functions of financial management.
	• Read chapter 14 (220-233)* • Lecture – finish chapter 13, chapter 14 • Assignment 6.3 – Cram review game. Complete in class. • Assignment 6.4 - SmartBook/LearnSmart is due Sunday. • Quiz 6 is due on Sunday	13. Recognize and describe terminology and functions of financial management. 14. Identify and describe different types of medical insurance and the terminology used.
	• Read chapter 15 (pages 234-246)* • Lecture – chapter 15 • Assignment 7.1 - Worksheet on medical codes. Complete in class. • Assignment 7.2 – Connect is due next class period.	15. Identify and demonstrate medical coding.
	• Read chapters 16 & 17 (pages 248-280)* • Lecture – chapter 16 and start chapter 17 • Assignment 7.3 – Worksheet on techniques for performing medical and surgical asepsis, instruments, and preparing the patient. Complete in class. • Assignment 7.4 - SmartBook/LearnSmart is due Sunday. • Quiz 7 is due on Sunday. (Over chapters 15 & 16)	16. Identify and explain blood-borne pathogens and the proper techniques for performing medical and surgical asepsis. 17. Describe and demonstrate the medical assistant's role in preparing a patient.
	• Read chapter 17 (pages 262-280)* • Lecture – chapter 17 • Assignment 8.1 – Quizlet activity over specialist and instruments. Complete in class. • Assignment 8.2 – Connect is due next class period.	17. Describe and demonstrate the medical assistant's role in preparing a patient.
	• Read chapters 18 & 19 (pages 282-315)* • Lecture – chapter 18, start chapter 19 • Assignment 8.3 – Write out the different ways to take vitals and what constitutes normal ranges. Complete in class.	18. Recall and describe how to obtain vital signs and measurements and what constitutes normal ranges. 19. Recognize and identify general pharmacology including the

	• Assignment 8.4 - SmartBook/LearnSmart is due on Sunday. • Quiz 8 is due Sunday.	classifications, uses, and effects of different drugs on the body's systems.
	• Read chapter 19 (pages 291-315)* • Lecture – finish chapter 19 • Assignment 9.1 – Worksheet - pharmacology classification table. Complete in class. • Assignment 9.2 - Connect is due next class period.	19. Recognize and identify general pharmacology including the classifications, uses, and effects of different drugs on the body's systems
	• Read chapters 20-22 (pages 316-351)* • Lecture – chapters 20-22 • Assignment 9.3 – Draw the heart and label all the structures and explain all the functions of each structure. • Assignment 9.4 – Conversions and calculating drug doses. Complete in class. • Assignment 9.5 - SmartBook/LearnSmart is due on Sunday. • Quiz 9 is due Sunday.	20. Describe and recall the administration of medication including the "seven rights." 21. Recall and explain electrocardiography and conditions, structures, and functions of the heart. 22. Identify and recall the different types of diagnostic imaging and the medicals assistant's role in preparing the patient.
	• Read chapters 23-24 (pages 352-381)* • Lecture – chapters 23 & 24 • Assignment 10.1 – Worksheet over medical emergencies. Complete in class. • Assignment 10.2 – Connect is due next class period.	23. Recall and describe terminology, assessment techniques, and treatments used in physical therapy. 24. Recognize and describe medical emergencies and the different types of first aid that may be required of a medical assistant.
	• Read chapter 25 (page 282-409)* • Lecture – chapter 25 • Assignment 10.3 Complete BOTH practice exams at the back of the textbook. Compete in class. • Review game for final chapters 13-25 • Assignment 10.4 – SmartBook/LearnSmart is due on Sunday. • Final over chapters 13-25 in Connect is due on Sunday.	25. Recall and describe the medical assistant's role in collecting and processing specimens.

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Syllabus Acknowledgement

I confirm that I have read, understand and agree to the above document. I have also read, signed and agree to follow the additional policies associated with externship. I also agree that I have reviewed and continue to agree to both the division and program handbooks and therefore agree to follow all policies and procedures associated with successful completion of MED 117.

Printed Name:_____

Student Signature:_____

Date:_____

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