

MSR 66 Course Outline as of Fall 1981**CATALOG INFORMATION**

Dept and Nbr: MSR 66 Title: MS/R EXTERNSHIP

Full Title: Medical Secretary/Receptionist Externship

Last Reviewed: 3/14/2016

| Units | | Course Hours per Week | | Nbr of Weeks | Course Hours Total | |
|---------|------|-----------------------|-------|--------------|--------------------|--------|
| Maximum | 3.50 | Lecture Scheduled | 0 | 17.5 | Lecture Scheduled | 0 |
| Minimum | 1.00 | Lab Scheduled | 1.50 | 17.5 | Lab Scheduled | 26.25 |
| | | Contact DHR | 9.00 | | Contact DHR | 157.50 |
| | | Contact Total | 10.50 | | Contact Total | 183.75 |
| | | Non-contact DHR | 0 | | Non-contact DHR | 0 |

Total Out of Class Hours: 0.00

Total Student Learning Hours: 183.75

Title 5 Category: AA Degree Applicable

Grading: Grade Only

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

Catalog Description:

Practical experience in hospitals and medical offices to develop office and interpersonal skills in preparation for entry-level employment as Medical Secretary/Receptionist. Emphasis on the ability to function under stress, identify priorities and organize specific tasks necessary for office efficiency.

Prerequisites/Corequisites:

Enrollment in Medical Secretary/Receptionist program; MSR 60, 61, 62A. completion of or concurrent enrollment in MSR 68.1, 68.2, 70A, physical, TB clearance, CPR clearance and current immunizations required before clinical externship.

Recommended Preparation:

Eligibility for English 100A or equivalent.

Limits on Enrollment:**Schedule of Classes Information:**

Description: COURSE RENUMBERED TO MSR 66.1. APPROVED BY CURRICULUM COMMITTEE 1/93. (Grade Only)

Prerequisites/Corequisites: Enrollment in Medical Secretary/Receptionist program; MSR 60, 61,

62A. completion of or concurrent enrollment in MSR 68.1, 68.2, 70A, physical, TB clearance, CPR clearance and current immunizations required before clinical externship.

Recommended: Eligibility for English 100A or equivalent.

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

| | | | |
|----------------------|----------------------|----------------------|-----------------------|
| AS Degree: | Area | Effective: | Inactive: |
| CSU GE: | Transfer Area | Effective: | Inactive: |
| IGETC: | Transfer Area | Effective: | Inactive: |
| CSU Transfer: | Transferable | Effective: Fall 1981 | Inactive: Spring 2006 |
| UC Transfer: | | Effective: | Inactive: |

CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

The students will:

1. Perform a variety of medical secretary/receptionist tasks as itemized on the task list and described in the clinical evaluation form.
2. Develop problem-solving and creative ability involving proper and safe use of equipment, techniques and processes utilized by the medical secretary/receptionist in the physician's office or in the hospital.
3. Develop and/or discover her/his talents, attitudes, work habits, interpersonal skills and individual potential as they relate to her/his work experience.
4. Apply knowledge and skills obtained in the classroom to the clinical experience.
5. Demonstrate an understanding of the professional concept of confidentiality and ethical and legal implications of working in a medical office or hospital.
6. Develop insight and understanding of the physician's office or hospital as an occupational setting; write a resume; practice a job interview.
7. Demonstrate ability to perform medical receptionist and secretarial tasks by bringing copies of one's work in clinical setting to weekly seminars.
8. Demonstrate 5-15 clinical techniques and procedures applicable to the medical office.

Topics and Scope:

1. Clinical Externship - Medical Office and Hospital.
 - A. Staff orientation to clinical tasks.
 - B. Student application of skills to clinical tasks.
 - C. Staff and instructor evaluation of student performance.
2. Seminar.
 - A. Orientation to the medical office.
 1. procedures and evaluations.
 2. expectations.
 3. orientation to assigned experience.
 - B. Analysis of tasks and problem solving related to medical office experiences.
 - C. Establishment of learning objectives in clinical experience.
 - D. Orientation and preparation for hospital setting.
 1. procedures and evaluations.
 2. expectations.
 3. review of abbreviations used in hospital.
 4. orientation to assigned experience.
 - E. Analysis of tasks and problems solving related to hospital experiences.
 - F. Clinical applications of common techniques and procedures.
 1. weight.
 2. body mechanics.
 3. limited mobility.
 4. blood pressure, pulse, respiration, and temperature.
 5. blood and urine tests, including lab slips.
 6. medical asepsis.
 7. sterile dressings.
 8. safety
 - G. Introduction to resume writing and preparation for employment.

Assignment:

1. Weekly 1-2 page written report of clinical experience.
2. Weekly task sheet update.
3. Clinical experience problem-solving exercise, 1-2 page presentation.
4. 20 written exercises demonstrating the ability to perform accurate medical secretary/receptionist tasks.
5. Return demonstration of 5-15 clinical techniques and procedures.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

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| Written homework |
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| Writing 15 - 20% |
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Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Field work

Problem solving
5 - 10%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Class performances, Field work, Performance exams

Skill Demonstrations
40 - 60%

Exams: All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams
15 - 25%

Other: Includes any assessment tools that do not logically fit into the above categories.

None

Other Category
0 - 0%

Representative Textbooks and Materials: