



West Los Angeles College  
Allied Health Division  
Medical Assisting Program  
Fall 2015  
Medical Office Laboratory Procedures  
Course Syllabus

Prepared by Dr. Yervant Boghos

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<b>Course title:</b>	<b>Medical Office Laboratory Procedures</b>
<b>Course #:</b>	<b>HLTHOCC 057</b>
<b>Course units:</b>	<b>3.5</b>
<b>Instructor:</b>	<b>Dr. Yervant Boghos</b>
<b>Inst. Assistant:</b>	<b>J.C. Castillo</b>
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<b>Phone #:</b>	<b>(310) 287-7232</b>
<b>Office hours:</b>	<b>Tuesday 3:30pm—5:00pm Thursday 4:00pm—5:00pm ( SC Room 104)</b>
<b>Prerequisite:</b>	<b>None</b>
<b>Textbook and Workbook:</b>	<b>Comprehensive Medical Assisting (Fourth Edition)</b>
<b>Author:</b>	<b>Judy Kronenberger, Laura Southard Durham, and Denise Woodson</b>
<b>Publisher:</b>	<b>Lippincott Williams &amp; Wilkins</b>

## I. COURSE DESCRIPTION:

This course introduces student to methods of specimen collection, including blood test, urinalysis and other office laboratory tests and Microbiology. This course will use lecture and training lab experiences to impart clinical skills necessary to successfully perform the role of medical office assistant and the principles of assisting the physician with routine office Laboratory tests.

## II. COURSE OBJECTIVES:

**Upon completion of this course the students will be able to:**

1. Define and spell the key terms relating to the course topics.
2. Define abbreviations and medical terminology used on the topics.
3. Define the medical assistant's role in diagnostic procedures and the laboratory.
4. Explain the role of Clinical Laboratory Improvement Amendments (CLIA) in setting standards for laboratory testing.
5. Discuss the screening and following up of test results.
6. Define the medical assistant's role in microbiological testing and specimen collection.
7. Identify various types of microscopes and explain when each is used.
8. Describe the normal flora present in the body.
9. Discuss how bacteria, parasites, and viruses cause disease.
10. Discuss the role of stool specimens in the diagnosis of disease and how they are obtained.
11. Explain culture and sensitivity testing.
12. Describe how urine culture specimens are collected.
13. Define the medical assistant's role in blood specimen collection in the POL.

14. Identify and describe basic hematology tests.
15. Define the medical assistant's role in urology and nephrology.
16. Discuss the procedures used in the diagnosis of urinary diseases and disorders.
17. Explain the methods of urine specimen collection.
18. List the characteristics of a normal physical urinalysis.
19. Explain the principles of the chemical test strips used in urinalysis.
20. Discuss the findings of the microscopic examination of urine.
21. Explain proper safety procedures in the handling of and disposal of specimens to prevent cross contamination.
22. Apply federal and state laws and regulations as related to laboratory testing in the physician's office.

### **III. STUDENT LEARNING OUTCOMES: (SLO)**

- Critical Thinking:  
Analyze problem by differentiating fact from opinion, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- Communication:  
Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- Technical Competence:  
Utilize the appropriate technology for informational, academic, personal, and professional needs.  
Evaluate their affective behavior in the classroom, small groups and laboratories.
- Medical Ethics:
  - a. Render services with respect for human dignity.
  - b. Uphold the honor and high principles set forth by the AAMA.
  - c. Respect patient confidentiality and continually improve knowledge & skills

### **IV. STUDENT LEARNING OUTCOME ASSESSMENT:**

- Students will be evaluated on their ability to correctly perform patient test and procedures using equipment and instruments commonly found in the medical office.
- Students will be evaluated on their ability to understand and apply state laws and regulations to identify appropriate patient test and administer them.
- Students will be evaluated according to written examinations, assignments and quizzes to confirm that the course objectives have been achieved.

### **V. METHODS OF INSTRUCTIONS:**

- Lecture
- Group practice (role play)
- Assignments(5)
- Quizzes(4)

### **VI. CLASSROOM/LAB DRESS CODE AND GROOMING:**

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 15 and 16.

## VII. ATTENDANCE POLICY:

Students are expected to participate in all classes for which they are registered. Students who are unable to participate in class regularly, regardless of the reason or circumstance, should withdraw from the class. Instructors may exclude a student from a class whenever a student is not participating on a regular basis. Participation in class discussion is required. Complete assignments during the allotted time.

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 7 and 8.

## VIII. WALKING IN AND OUT OF CLASS:

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

## IX. CELL PHONES, IPODS, TABLETS, AND OTHER COMMUNICATION DEVICES:

- **Turn them off and put them away when class begins.** Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod. Talking and texting on cell phones not only distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

Taking Photos in the classroom is **NOT** allowed without prior consent of the instructor.

## X. FOOD AND DRINKS POLICIES:

- Food and drinks are **NOT** allowed during the lecture and lab.
- Please refer to WLAC Allied Health Division Medical Assistant Handbook Board Rule 9805.10, page 11.

## XI. ACADEMIC INTEGRITY:

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

### **Forms of Behavior which Violate Academic Integrity:**

- **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, copying content from the Web, textbooks or other sources, buying content, reusing materials produced in other courses, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.

- **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
- **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

## **XII. STANDARDS OF STUDENT CONDUCT:**

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. Please refer to the Schedule of Classes.

## **XIII. RECORDING DEVICES:**

State Law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

For more information refer to the attached link:

[http://www.wlac.edu/academics/pdf/WLAC 12-14Catalog Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC%2012-14Catalog%20Policies.pdf)

## **XIV. DROPPING THE COURSE:**

According to college policy, you will be excluded for non-participation or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes. The last day to drop for this class with no fee owed is [Sep. 11,2015]. The last day to drop without a "W" is [Sep.11,2015]. The last day to drop with a "W" is [Nov. 20,2015].

## **XV. DISABLED STUDENT SERVICES:**

If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 287-4423. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

## **XVI. INSTRUCTIONAL SUPPORT AND MONITORING:**

- For assistance with research projects, visit the Library on the second floor of the HLRC or access Library resources online at <http://www.wlac.edu/library/index.html>

- Monitor your academic progress online at <http://www.wlac.edu/online/counselingonline.asp> by clicking on the Degree Works icon, or contact an Online Counselor at [onlinecounseling@wlac.edu](mailto:onlinecounseling@wlac.edu)

## **XVII. COURSE RESOURCES:**

- Library and Learning Resources Center

**XVIII. SYLLABUS CHANGE POLICY:** This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester

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## **XIX. GRADING AND EVALUATION:**

- The grade in this course will be based upon:

- a. Assignments (5)      50 points (10 points each)
- b. Quizzes (4)            100 points (25 points each)
- c. Final exam            50 points

- The maximum is 200 points = 100 %

- 90 % ----- 100 % = (180-----200 points) is **A** = Excellent
- 80 %----- 89 % = (160-----179 points) is **B** = Good
- 70 %-----79 % = (140-----159 points) is **C** = Average
- 60 %-----69 % = (120-----139 points) is **D**
- 50 % -----59 % = (100-----119 points) is **F**

- Below 140 points or 69 % and less is non-passing grade. **Note:**

- There are **NO** make-up tests or quizzes

- **Extra credit:** 10 points for **perfect attendance**

## **XX. COURSE OUTLINE AND SCHEDULE** (on the next page)

week	Day & Date	Time	Lecture Topics and Activities	Hours		Assignment (Study Guide)
				Lec.	Lab	
1	Monday Aug.31.15	5:00 pm To 10:20 pm	I. Entrance Test II. Introduction to syllabus III. <b>Chapter 39: Introduction to the Clinical Laboratory</b> - Key Terminology. - Types of Laboratories	X		<b>Assignment # 1</b>  Answer questions 1---60 on pages 712--716
2	Monday Sep.07.15		<b>LBOR DAY HILIDAY</b>			
3	Monday Sep.14.15	5:00 pm To 10:20 pm	<b>Chapter 39 (Cont'd)</b> - Laboratory Department - Body Systems and Laboratory Testing - Laboratory Equipment	X		Answer questions 61---108 on pages 716--720
4	Monday Sep.21.15	5:00 pm To 10:20 pm	<b>Chapter 40, CLIA Compliance Laboratory Safety</b> - Clinical Laboratory Improvement Amendments - Laboratory Quality Assessment	X		Answer questions 1---69 on pages 727--731
5	Monday Sep.28.15	5:00 pm To 10:20 pm	<b>Chapter 40 (Cont'd)</b> -Laboratory Safety -General Safety Guidelines	X		Answer questions 70--120 on pages 732--737
6	Monday Oct.05.15	5:00 pm To 10:20 pm	<b>Quiz # 1 (chap. 39 &amp; 40)</b>  <b>Chapter 42, Hematology</b> - Key Terminology. - The anatomy and physiology of blood.	X		<b>Turn in Assign. # 1</b>  <b>Assignment # 2</b> Answer questions 1---45 on pages 775--778
7	Monday Oct.12.15	5:00 pm To 10:20 pm	<b>Chapter 41, Phlebotomy/Venipuncture</b> - Key Terminology - Blood Collection Equipment and Procedures. - Performance of the Venipuncture	X		Answer questions 1---86 on pages 747--753
8	Monday Oct.19.15	5:00 pm To 10:20 pm	<b>Hematology (Cont'd)</b> - Venipuncture. - Capillary Puncture Collection - Lab	X		Answer questions 87--122 on pages 754--763
9	Monday Oct.26.15	5:00 pm To 10:20 pm	<b>Quiz # 2 (chap. 41 &amp; 42)</b>  <b>Chapter 43, Urinalysis</b> - Key terminology - Anatomy and Physiology of the Urinary System - Lab/Venipuncture	X		<b>Turn in Assign. # 2</b>  <b>Assignment # 3</b> Answer questions 1---76 on pages 797--7801

10	Monday Nov.02.15	5:00 pm To 10:20 pm	<b>Urinalysis. (Cont'd)</b> - Specimen Collection Methods - Physical and Chemical Properties of Urine - Lab/Venipuncture	X	X	Answer questions 77---112 on pages 802--805
11	Monday Nov.09.15	5:00 pm To 10:20 pm	<b>Quiz # 3 ( chap. 43 )</b>  <b>Chapter 44, Microbiology</b> - Types of Microorganisms - Bacterial Morphology - Normal Flora - Preparing Specimen for Microscopic Examination	X		<b>Turn in Assign. # 3</b>  <b>Assignment # 4</b> Answer questions 1---40 on pages 821--823
12	Monday Nov.16.15	5:00 pm To 10:20 pm	<b>Microbiology (cont'd)</b> - Specimen Collection, Storage and Transport - Collection of Stool Specimen - Culture and Sensitivity Testing - Lab/Venipuncture	X	X	Answer questions 41---75 on pages 824--825
13	Monday Nov.23.15	5:00 pm To 10:20 pm	<b>Quiz # 4 ( chapter 44 )</b>  <b>Chapter 45, Clinical Chemistry</b> - Key Terminology - Common Chemistry Panel Test - Lab/Venipuncture	X	X	<b>Turn in Assign. # 4</b>  <b>Assignment # 5</b> Answer questions 1---41 on pages 860--862
14	Monday Nov.30.15	5:00 pm To 10:20 pm	<b>Clinical Chemistry (cont'd)</b> - Nonprotein Nitrogenous Compounds - Liver Function Assessment - Thyroid Function and Thyroid Hormones - Cardiac Markers and Myocardial Infarction - Lab/Venipuncture	X	X	Answer questions 60--79 on pages 864--865
15	Monday Dec.7.15	5:00 pm To 10:20 pm	I. <b>Review:</b> Final Exam II. Lab/Venipuncture II. <b>Q and A</b>	X	X	<b>Turn in Assign. # 5</b>
16	Monday Dec.14.15	5:00 pm To 10:20 pm	<b>Final Exam</b>			<b>Final Exam</b>

**This Syllabus is Subject to Modification or Revision**

## Student Acknowledgment

(Please return this sheet to the instructor)

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**Course:** HLTH OCC # 057 Medical Office Lab. Procedures

**Semester:** Fall 2015

“I \_\_\_\_\_, have completely read this syllabus  
and understand and agree to the course requirements.”

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_