



**West Los Angeles College  
Allied Health Division  
Medical Assisting Program  
Fall 2013  
Medical Office Laboratory Procedures  
Course Syllabus**

**Prepared by Dr. Yervant “Eric” Boghos**

**Course title:** Medical Office Laboratory Procedures  
**Course #:** HLTHOCC 057  
**Course units:** 3.5  
**Instructor:** Dr. Yervant “Eric” Boghos  
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**Office hours:** Tuesday 3:30pm—5:00pm  
Thursday 4:00pm—5:00pm ( SC Room 104)

**Prerequisite:** None

**Textbook and**

**Workbook:**

**Medical Assisting Foundation & Practice**

**Author:**

**Margaret Schell Frazer, Christine Malone and Connie Morgan**

**Publisher:**

**Pearson**

**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(4)
- Quizzes(4)

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

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

### **VII. FOOD, DRINKS AND CELL PHONE POLICIES:**

- Food and drinks are **NOT** allowed during the lecture and lab.
- Cell phones and other communication devices are **NOT** allowed to use during the lecture and lab.

### **VIII. ATTENDANCE, TARDINESS AND ABSENCES POLICIES:**

- Attendance is mandatory and required at all sessions.
- Be in the classroom on time.
- Unexcused absences, tardiness or left early will be handled with the WLAC Policy.

### **IX. ACADEMIC DISHONESTY:**

- Please refer to WLAC Allied Health Division Medical Assistant Handbook page 13.

### **X. GRADING AND EVALUATION:**

- The grade in this course will be based upon:
  - a. Assignments (4x10 points)      40 points (10 points each)
  - b. Quizzes (4x10 points)          60 points (15 points each)
  - c. Final exam                              100 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 additional assignment. To be announced.

## XI. COURSE OUTLINE AND SCHEDULE

week	Day & Date	Time	Lecture Topics and Activities	Hours		Assignment (workbook)
				Lec.	Lab	
1	Monday Aug.26.13	5:00 pm To 10:20 pm	I. Entrance Test II. Introduction to syllabus III. Diagnostic Procedures. <b>Chapter 30</b> a. Key Terminology. b. Clinical Laboratory Improvement Amendments (CLIA)	X	X	Read Chapter 30 Page 597--608
2	Monday Sep.09.13	5:00 pm To 10:20 pm	I. Regulation and Laboratory Safety. Page 602 II. Hospital Laboratory Setting III.The Physician Office Laboratory (POL). Page 603	X	X	Answer questions from Workbook Page 287---295
3	Monday Sep.16.13	5:00 pm To 10:20 pm	- Microscope and Microbiology, <b>Chapter 31</b> a. Key Terminology. Page 633--617 b. Microscope (Types, Structure and Maintenance).	X	X	<b>Turn in Assignment # 1</b> <b>Quiz # 1</b> <b>AQ 298---300</b>
4	Monday Sep.23.13	5:00 pm To 10:20 pm	Microbiology (cont.). Page 618--610 a. Types of Microorganisms b. Bacterial Morphology c. Normal Flora	X	X	Answer questions page 301---302
5	Monday Sep.30.13	5:00 pm To 10:20 pm	- Microbiology (cont.). Page 618----623 a. Viruses, Fungi and Parasites b. Preparing Specimen for Microscopic Examination	X	X	Answer questions page 303--304
6	Monday Oct.07.13	5:00 pm To 10:20 pm	- Microbiology (cont.). Page 624--631 a. Specimen Collection, Storage and Transport b. Collection of Stool Specimen c. Culture and Sensitivity Testing d. Urine Cultures	X	X	Answer questions page 305& Critical Thinking
7	Monday Oct.14.13	5:00 pm To 10:20 pm	Hematology. <b>Chapter 32</b> a. Key Terminology. Page 636 b. The anatomy and physiology of blood. Page 638 c. Blood Collection Equipment and Procedures. P.642	X	X	<b>Turn in Assign. # 2</b>  <b>Quiz#2</b> <b>AQ 308--310</b>
8	Monday Oct.21.13	5:00 pm To 10:20 pm	Hematology (cont.) a. Venipuncture. Page 643---669 b. Lab	X	X	Answer questions Page 311---312
9	Monday Oct.28.13	5:00 pm To 10:20 pm	Hematology (cont.) a. Venipuncture. Page 643---669 b. Capillary Puncture Collection c.Lab	X	X	Answer questions Page 313--314

Week	Day & Date	Time	Lecture Topics and Activities	Hours		Assignment
				Lec	Lab	
10	Monday Nov.04.13	5:00 pm To 10:20 pm	Hematology (cont.) a. Venipuncture. Page 643---669 b. Performing Basic Laboratory Testing c. Blood Chemistry Testing d. Lab	X	X	Turn in Assign. # 3  Quiz # 3  AQ 315--316
11	Monday Nov.11.13	5:00 pm To 10:20 pm	- Urology and Urinalysis. <b>Chapter 33</b> a. Key Terminology b. Anatomy and Physiology of the Urinary System. Page 677	X	X	Answer questions Page 319--322
12	Monday Nov.18.13	5:00 pm To 10:20 pm	- Urinalysis. Page 685--700 a. Specimen Collection. b. Physical Urinalysis c. Lab	X	X	Answer questions Page 323---326
13	Monday Nov.25.13	5:00 pm To 10:20 pm	Urinalysis. Page 685--700 a. Specimen Collection. b. Physical Urinalysis c. Urinalysis with Chemical Test Strips. d. Lab	X	X	Turn in Assign. # 4  Quiz # 4
14	Monday Dec.02.13	5:00 pm To 10:20 pm	I. <b>Review:</b> Final Exam II. <b>Q and A</b>	X	X	Answer questions Page 323---326
15	Monday Dec.9.13	5:00 pm To 10:20 pm	<b>Final Exam</b>	X	X	<b>Final Exam</b>
<b>This Syllabus is Subject to Revision</b>						