**High Plains Technology Center**

**Health Careers**

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

**Related unit of instruction:**

Introduction to Medical Assisting

**Approximate Completion time:**

15 hours

**Rationale for the Lap:**

This LAP is designed to help the student learn a brief history of medicine. The student should be able to identify key founders of medical science. Desirable characteristics of a medical assistant, benefits of credential testing, and participation in professional organizations are covered. Medical ethics, biomedical issues, law, communication skills and patient education are also included.

**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapters 1 – 7 in Kinn’s

*The Medical Assistant* book

1. Pass the tests for each chapter

**Learning Objective:**

Medical and Medical Assisting Chapters 1 - 5  
  
1. Outline brief history of medicine.  
2. Identify the key founders of medical science.  
3. Explain the four pathways of education for medical assistants.  
4. List the duties of a medical assistant.  
5. Describe the desired characteristics of a medical assistant.  
6. List the benefits of certification.  
7. List the benefits of a membership in a professional organization.  
8. Identify members of the health care team.  
9. List settings in which medical assistants may be employed.  
  
Medical Ethics and Bioethical Issues Chapter 6  
  
1. Differentiate between legal issues and ethical issues.  
2. Describe the difference between medical ethics and bioethics.  
3. List the seven American Medical Association principles of ethics.  
4. List the ethical principles stated by the American Medical Association of medical assistants.  
5. Describe the steps used to resolve an ethical dilemma.  
  
Medicine and the Law Chapter 7  
  
1. Identify the two branches of the American legal system.  
2. Identify reasons for the escalation of medical malpractice cases.  
3. Describe the difference between implied and expressed contracts.  
4. List four items that must be included in a contract termination or withdrawal letter.  
5. List six items that must be included in an informed consent form.  
6. Explain who may sign consent forms.  
7. List five incidents that must be reported to specified authorities.  
8. Describe the purpose of the Self-Determination Act.  
9. Give four examples of intentional torts.  
10. Describe the four elements that must be proven in a medical-legal suit.  
11. Describe four possible defenses against litigation for the medical professional.  
12. Explain the theory of respondent superior or law of agency and how it applies to the medical assistant.  
13. List ways that a medical assistant can assist in the prevention of a medical malpractice suit.

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**Criteria for successful completion:**

By the end of this LAP the student will

1. Read and turn in work sheets for Chapters 8-13, 29, 30 in Kinn’s

*The Medical Assistant* book

1. Pass the tests for each chapter

**Learning Objective:**

Fundamental Communication Skills Chapters 8 - 13  
  
1. List two major forms of communication.  
2. Explain how various components of communication can affect the meaning of verbal messages.  
3. Define active listening.  
4. List and describe interviewing techniques.  
5. Give an example of how cultural differences may affect communication.  
6. Discuss how to handle communication problems caused by language barriers.  
7. List special communication challenges and how to handle them.  
8. Explain how stereotyping and biased opinions can affect patient care.  
9. Give two ways to establish positive patient relationships.  
10. Explain what is meant by professional distance.  
11. Explain what causes grief and how you can support a grieving patient.  
  
Patient Education Chapter 29  
  
1. Identify & define vocabulary.  
2. Explain the medical assistant's role in patient education. Define steps in the patient education process.  
3. Describe what is necessary before learning can be accomplished. Explain Maslow's hierarchy of human needs.  
4. List the benefits of a membership in a professional organization.  
5. Identify members of the health care team.  
6. List settings in which medical assistants may be employed.

Patient and Health Factors Chapter 30  
  
1. List factors that play important roles in patient health.  
2. Identify the components of a healthy diet.  
3. Describe how to perform range-of-motion exercises.  
4. Discuss the difference between positive and negative stress.  
5. List and explain relaxation techniques.  
6. Identify commonly abused substances.  
7. Explain the kinds of information that should be included in patient teaching about medication therapy.