

**CTE DUAL CREDIT ARTICULATION AGREEMENT 2022-2025**

**College Program:** Medical Assisting

**Career Cluster:** Health & Medical

**Seattle Central College / Seattle Public Schools**

The purpose of this agreement is to grant Seattle Central College credit to high school students who have achieved the level of knowledge and skill required for the college-equivalent entry-level course(s) identified in this agreement. Upon successful completion of the identified course competencies with a grade of ‘B’ (3.0) or higher and the high school teacher’s endorsement that the competency requirements have been met, articulated credit will be granted.

The following Seattle Central College **Medical Assisting** course(s) has(have) been approved for CTE Dual Credit articulation with Seattle Public Schools courses as listed below:

<b>High School Courses</b>	<b>College Course(s)</b>	<b>Credits</b>
SKC Health Science Medical Assisting	CMA101 Introduction to Medical Assisting	5
	CMA102 Fundamentals of Administrative Medical Assisting	4
	CMA103 Fundamentals of Clinical Medical Assisting	8
	CMA104 Billing and Coding Procedures	5
	CMA105 Phlebotomy and Laboratory Procedures	8
	CMA107 Medication Administration & Pharmacology	8

**Student Articulation Procedure**

1. Be enrolled in the required high school class.
2. Register for CTE Dual Credit articulated course during the same academic year the high school class is completed. If a series of courses are involved in the articulation, students register for credit during the same academic year the last course in the series is completed. Students cannot earn “retroactive credit” for courses taken in previous years.
3. Earn a grade of ‘B’ (3.0) or better in *all courses* required under the articulation agreement.
4. Satisfy all learning outcomes and objectives identified on college course outline (*see attached college course outline*).

**High School Instructors**

1. Ensure that the high school course syllabus includes information about CTE Dual Credit, the college course competencies and the process required to earn college credit.
2. Hold students accountable for the same competency standard and course expectations as required by the college-equivalent course (*see college course outline*).
3. Submit final grades for all students registered to earn CTE Dual Credit by the published deadline.
4. Attend scheduled meetings, workshops or professional development activities that enhance the high school/college partnership & support implementation of the CTE Dual Credit articulated program.

## **ARTICULATION AGREEMENT LEARNING OUTCOMES CHECKLIST**

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**The following college course outcomes must be satisfied in the related high school course to meet the standards of the articulation agreement (80% at minimum):**

### **COURSE OUTCOMES:**

#### **CMA101 - Introduction to Medical Assisting, 5 credits**

1. Identify concepts of effective communication
2. Identify psychological theories
3. Discuss examples of diversity
4. Identify legal implications in health care
5. Discuss ethical considerations in health care
6. Satisfactorily complete 7 hours of Washington State KNOW HIV/AIDS training
7. Describe and perform basic principles of first aid
8. Identify and discuss elements of emergency preparedness

*\*Master Course Outline, version 03/07/2018*

#### **CMA102 - Fundamentals of Administrative Medical Assisting, 4 credits**

1. Create and utilize a medical record
2. Schedule and manage appointments
3. Demonstrate telephone techniques
4. Explain principles and procedures related to the medical practice
5. Perform medical office simulation utilizing EHR

*\*Master Course Outline, version 05/09/2018*

#### **CMA103 - Fundamentals of Clinical Medical Assisting, 8 credits**

1. Accurately measure and record vital signs

2. Obtain and record patient history and chief complaints
3. Perform patient education
4. Identify and perform proper exam room maintenance
5. Perform sterilization and aseptic techniques
6. Identify supplies and equipment for a variety of exams and procedures
7. Assist provider with patient examinations
8. Assist provider with minor surgery techniques
9. Perform electrocardiography
10. Perform pulmonary function testing
11. Perform rehabilitation techniques
12. Perform effective documentation practices
13. Practice appropriate communication techniques with patients and the medical team

*\*Master Course Outline, version 04/13/2019*

#### **CMA104 - Billing and Coding Procedures, 5 credits**

1. Identify and perform basic practice finances
2. Identify principles of third party reimbursement
3. Perform procedural and diagnostic coding
4. Demonstrate an understanding of HIPAA

*\*Master Course Outline, version 05/09/2018*

#### **CMA105 - Phlebotomy and Laboratory Procedures, 8 credits**

1. Identify and practice principles of laboratory safety
2. Perform quality control procedures
3. Safely obtain and handle patient specimens
4. Perform venipuncture and capillary puncture
5. Perform CLIA waived testing
6. Differentiate between normal and abnormal test results
7. Perform effective documentation practices
8. Demonstrate safe use and maintenance of laboratory equipment

*\*Master Course Outline, version 04/13/2019*

#### **CMA107 - Medication Administration & Pharmacology, 8 credits**

1. Identify and utilize the rules of medication administration

2. Demonstrate knowledge of pharmacology principles
3. Perform within scope and practice of the medical assistant profession
4. Calculate proper dosage for medication administration
5. Administer parenteral medication
6. Administer enteral medication
7. Perform proper documentation in regards to medication administration

*\*Master Course Outline, version 03/07/2018*