

New Horizons Regional Education Center

Medical Assistant Pacing Guide

SY 20-21 **Subject to Change**

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Marking Period	Topics ^{1st}	Virginia Competency	Standardize NOCTI	National Test	Support Technology
Marking Period 9/8/20 - 11/6/20)					
Orientation to Medical Assistant @NHREC		HMS8345.00 HMS8345.25 HMS8345.26 HMS8346.25 HMS8346.26	Foundations of Healthcare		Syllabus, NHREC Student Handbook, Testing Blue Prints NHA
Student Assoc HOSA		HMS8345.30 HMS8345.31 HMS8345.32 HMS8345.33 HMS8346.30 HMS8346.31 HMS8346.32 HMS8346.33			HOSA Events Manual- Manual for student
Professional Behavior (Chpt 2)		HMS8345.60 HMS8346.12 HMS8346.14 HMS8346.34	Foundation of Healthcare	Manage Office	Textbook Guest Speakers Real Person Simulation Hands On Learning
Legal and Ethical		HMS8345.87 HMS8346.35	Legal	Apply Legal /Ethical /Confidentiality Concepts	Sim Charting for the Medical Record
Medical Asepsis & OSHA Infection Control (Chpt 17)		HMS8345.65 HMS8345.61 HMS8345.63 HMS8346.38 HMS8346.40 HMS8346.41 HMS8346.42	Clinical Practices	Clinical Duties	Textbook Virtual Medical Simulations Real Simulation

Interacting with Patients (Chpt 4)	HMS8345.41	Medical Office Procedures	Professionalism	Textbook
	HMS8345.42			
	HMS8345.43		Communication	Virtual Medical Simulations
	HMS8345.44		Administrative Duties	
			Clinical Duties	
Emergency Preparedness & Assisting with Medical Emergencies (Chpt 36& 37)	HMS8345.03	Clinical Practices	Clinical Duties	Textbook,
	HNS8346.11			
	HMS8345.64	Medical Office Procedures		
	HMS8345.65			
	HMS8345.66			
	HMS8345.76			
	HMS8345.84			
	HMS8346.03			
	HMS8346.11			
	HMS 8346.37			
Anatomy and Physiology of Body Systems Introduction Musculoskeletal and Digestive system	HMS8345.38	Foundations of Healthcare		Textbooks
	HMS8345.39			
	HMS8345.82	Simulation		Supplemental Materials
	HMS8346.43			
Nutrition and Health Promotion (Chpt 30)	HMS8345		Communication	Textbook
			Administrative Duties	Virtual Medical Simulations
			Patient Instruction	
Topics 2nd Marking Period (11/9/20 - 01/28/21)	X	X	X	X X X X
Anatomy and Physiology of Body Systems Chapter 5-16 Continued	HMS8345.38	Foundations of Healthcare		Textbooks
	HMS8345.39			
	HMS8345.82	Projects ,Discussion		Supplemental Materials
	HMS8346.43			

The Medical Record (Chpt 38)	HMS8345.35	Foundation of Healthcare	Professionalism	Textbook
			Communication	Virtual Medical Simulations Sim Chart
Patient Assessment Vital Signs and Physical Exam (Chpt 20&21)	HMS8345.71	Clinical Practices	Professionalism	Textbook
	HMS8345.72		Apply Legal /Ethical /Confidentiality Concepts	Virtual Medical Simulations
	HMS8345.83			Real Person Simulation
	HMS8345.87			
Patient Education (Chpt29)	HMS8345.	Patient Instruction	Administrative Duties	Textbook
	HMS8346.48		Patient Instruction	Virtual Medical Simulations
	HMS8346.49			Real Simulation
American Heart Association - First Aid	HMS8345.76	Clinical Practice	Clinical Duties	American Heart Association Materials
American Heart Association - CPR	HMS8345.75	Clinical Practice	Clinical Duties	American Heart Association Materials
	HMS8345.84			
	HMS8346.55			
	HMS8345.76			
Vital Signs (Chpt 20)	HMS8345.75	Clinical Practice	Clinical Duties	American Heart Association Materials
	HMS8345.75			
	HMS8346.56			
Vital Signs (Chpt 20)	HMS8345.73	Clinical Practices	Clinical Duties	Textbook
				Guest Speakers
				Real Person Simulation
Assisting with Primary Physical Examination (Chpt 21)	HMS8345.67	Clinical Practices	Clinical Duties	Textbook
	HMS8345.68	Clinical Practices		Virtual Medical Simulations
	HMS8345.69			Real Person Simulation
	HMS8345.70			Sim Chaet Electronic Med Records
	HMS8345.77			
	HMS8345.78			
	HMS8345.79			
	HMS8345.80			
	HMS8345.81			
	HMS8345.43			
Scheduling Appointments (Chpt 10)	HMS8345.46	Medical Office Procedures	Professionalism,Administrative Duties	Textbook, Virtual Medical Simulations
	HMS8346.61			
	HMS8345.62			

Office Environment/Daily Operation (Chpt 12)	HMS8345.47	Medical Office Procedures	Professionalism	Textbook
	HMS8345.48		Administrative Duties	Guest Speakers Virtual Medical Simulations Real Simulation Sim Chart Electronic Med Records
	HMS8345.49			
	HMS8345.52			
	HMS8345.53			
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	HMS8345.56			
	HMS8345.90			
	HMS8345.91			
	HMS8345.92			
	HMS8346.			
Paper & Electronic Medical Records (Chpt 14 & 15)	HMS8345.45	Medical Office Procedures	Professionalism	Textbook
	HMS8345.51		Administrative Duties	Virtual Medical Simulations Real Simulation Sim Chart Electronic Medical Records
	HMS8346.63			
	HMS8346.64			
Assisting in Ophthalmology & Otolaryngology (Chpt 37)	HMS8345.82 HMS8346.43	Clinical Practices	Clinical Duties	Textbook
				Virtual Medical Simulations
				Real Person Simulation
Assisting in Gynecology and Obstetrics (Chpt 41)	HMS8345.82 HMS8346.43	Clinical Practices	Clinical Duties	Textbook
				Virtual Medical Simulations
Assisting in Pediatrics (Chpt 42)	HMS8345.82 HMS8346.43 HMS8346.47	Clinical Practices	Clinical Duties	Textbook
				Virtual Medical Simulations
				Real Person Simulation
Assisting in Endocrinology (Chpt 45)	HMS8345.82 HMS8346.43	Clinical Practices	Clinical Duties	Textbook
				Virtual Medical Simulations
Assisting in Orthopedics (Chpt 43)	HMS8345.82 HMS8346.43 HMS8346.59	Clinical Practices	Clinical Duties	Textbook
		Diagnostic Testing		Virtual Medical Simulations
				Real Person Simulation
<u>Skills</u> <u>CPR and First Aid</u> Temperature Blood Pressure	HMS8345.	Clinical Practices	Clinical Duties	Textbook
				Virtual Medical Simulations

Patient Positioning				Real Person Simulation
Vision Testing				
Appointment Scheduling				
Set Up for Physical Exam				
Chart Documentation				
Collection of Pap Smear and Biopsy Specimens				
Topics 3rd Marking Period (02/31/21 - - 04/2/21)	X	X	X	X X X X
Clinical/Mentorship Experience				30-40 hrs in a clinical setting DUE to COVID this may not take place
Assisting in Pulmonary Medicine (Chpt 46)	HMS8345.82 HMS8346.43	Clinical Practices	Clinical Duties	Textbook Virtual Medical Simulations
Assisting in Cardiology (Chpt 47)	HMS8345.82 HMS8346.43	Clinical Practices	Clinical Duties	Textbook Virtual Medical Simulations
Principals of Electrocardiography(Chpt 49)	HMS8345.86	General Laboratory Procedures /Diagnostic Testing, Patient Instruction	Clinical Duties	Textbook Virtual Medical Simulations Real Person Simulation
Assisting in Diagnostic Imaging (Chpt 50)	HMS8345.86 HMS8346.43 HMS8346.39	General Laboratory Procedures /Diagnostic Testing, Patient Instruction	Clinical Duties	Textbook Virtual Medical Simulations
Assisting in Neurology & Mental Health (Chpt 44)	HMS8345.82 HMS8346.43	Clinical Practices	Clinical Duties	Textbook Virtual Medical Simulations
Basics of Diagnostic/ Procedural coding (Chpt 18 &19)	HMS8345		Manage Practice Finances	Textbook Virtual Medical Simulations, Sim Chart , Elec Med Rec,
Health Insurance, Claim Form (Chpt 20 & 21)	HMS8345 HMS8346.65		Manage Practice Finances	Textbook Virtual Medical Simulations, Sim Chart , Elec Med Rec
Principles of Pharmacology (Chpt 33)	HMS8345.16 HMS8346.16		Clinical Duties	Textbook Virtual Medical Simulations
Pharmacology Math (Chpt 34)	HMS8345.16 HMS8346.16		Clinical Duties	Textbook

				Virtual Medical Simulations
				Real Person simulations
Administering Medications(Chpt35)	HMS8345 HMS8346.58 HMS8346.60	ClinicalPractices	Clinical Duties	Textbook
				Virtual Medical Simulations
				Real Person simulation with Mock Drugs (
Assisting in the Clinical Laboratory (Chpt 51)	HMS8345.85 HMS8346.45 HMS8346.46	General Laboratory Procedures /Diagnostic Testing, Patient Instructionn	Clinical Duties	Textbook
				Virtual Medical Simulations
				Simulation w trainers
Assisting in Urology & Male Reproduction (Chpt 40)	HMS8345.82 HMS8346.43	Clinical Practices	Clinical Duties	Textbook
				Virtual Medical Simulations
Assisting in Analysis of Urine(Chpt 52)	HMS8345.85 HMS8346.45 HMS8346.46	General Laboratory Procedures /Diagnostic Testing, Patient Instructionn	Clinical Duties	Textbook
				Virtual Medical Simulations
				Simulation with training materials
Assisting in Phlebotomy (Chpt 53)	HMS8345.85 HMS8346.45 HMS8346.46	General Laboratory Procedur /Diagnostic Testing, Patient Instructionn	Clinical Duties	Textbook
				Virtual Medical Simulations
				Simulation with training materials
Assisting in Analysis of Blood (Chpt 54)	HMS8345.85 HMS8346.45 HMS8346.46	General Laboratory Procedures /Diagnostic Testing, Patient Instructionn	Clinical Duties	Textbook
				Virtual Medical Simulations
				Simulation with training materials
Topics 4rd Marking Period (4/12/21 - - 06/18/21)	X	X	X	X X X X X
Assisting in Microbiology & Immunology (Chpt 55)	HMS8345.82 HMS8346.44	Clinical Practices		Textbook
				Virtual Medical Simulations
				Simulation with training materials
Assisting in Dermatology (Chpt 38)	HMS8345.82 HMS8346.43 HMS8346.57	Clinical Practices		Textbook

Assisting in Gastroenterology (Chpt 39)				Virtual Medical Simulations
Surgical Supplies & Instruments (Chpt 56)	HMS8345.88 HMS8345.89 HMS8346.54 HMS8346.53	Clinical Practice		Textbook Virtual Medical Simulations Simulation with training materials
Career Development and Life Skills (Chpt 51)	HMS8345 HMS8346.67 HMS8346.17 HMS8346.18		Clinical Duties	Textbook Guest Speakers
National Occupational NOCTI Review	HMS8345 HMS8346.66	Professional Certifications	Professional Certifications	Review materials
National Certified Clinical Medical Exam (CCMA) Review	HMS8345 HMS8346.66	Professional Certifications	Professional Certifications	Review Materials