MATC 2611L - Clinical Procedures Lab

Fall 2026 Syllabus, Section 02, CRN 44103,

Credit hours: 1

Instructor

Tracy Miller

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Public Instructor Information

Instructor Title:Tracy Miller, MHA, CMA (AAMA)
Instructor Professional Qualifications:

Master's (MHA), Health Administration, Ohio University, 2015
Bachelor's (BS), Business Management, Franciscan University of Steubenville, 2005
Associate (AA), General Studies, Franciscan University of Steubenville, 2003

Certificate, Medical Assisting, Jefferson Community College, 1995

Instructor Office Location: Cushwa Hall 1106
Instructor Office Phone:330-941-3327

Course Description

2611L. Clinical Procedures Lab. Techniques of patient interviewing and history taking, performance of patient assessment, application of principles of body mechanics, and instructions for examinations and diagnostic procedures. Three hours lab. 1 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Medical assisting : administrative and clinical procedures including anatomy and physiology	Booth	

The course readings are subject to change in the event of extenuating circumstances, research developments, current events, and/or to ensure better learning.

Schedule of Topics and Assignments

Week of	Proposed Topic	Due/To Prepare for Class
8/24		Connect Orientation Videos SmartBook 2.0 Student Orientation EHR Orientation Questions Succeeding in your online course Ch. 1 SmartBook Ch. 1 Assignment Ch. 1 Quiz Ch. 2 SmartBook Ch. 2 Assignment Ch. 2 Quiz Ch. 3 SmartBook Ch. 3 Assignment Ch. 3 Quiz
8/31		Ch. 4 SmartBook Ch. 4 Assignment Harassment in the Clinic ABA PMO Admin Check In: Interactions Ch. 4 Quiz Ch. 6 SmartBook Ch. 6 Assignment Virtual Labs Tutorial Hand Hygiene Virtual Lab Practicing Body Mechanics Virtual Lab Using and Removing Gloves Virtual Lab Using PPE Virtual Lab PMO Admin Check-In: Office Operations Ch. 6 Quiz
9/7		Ch. 8 Smartbook Ch. 8 Assignment Ch.8 EHRClinic Activities Ch. 8 Quiz Ch. 9 SmartBook Ch. 9 Assignment Ch. 9 Quiz
9/14		Ch. 35 SmartBook Ch. 35 Assignment Ch. 35 Quiz

9/21	Ch. 36 SmartBook Ch. 36 Assignment PMO Clinical: Interactions Obtaining Info from a Geriatric Pt. ABA Ch. 36 EHRClinic Activities Ch. 36 Quiz
9/28	Ch. 37 SmartBook Ch. 37 Assignment Blood Pressure Vital Signs Virtual Lab Pulse/Respirations Vital Signs Virtual Lab PMO Clinical: Office Operations Obtaining a Pulse Oximetry Reading ABA Ch. 37 EHRClinic Activities Ch. 37 Quiz
10/5	Ch. 38 SmartBook Ch. 38 Assignment Ch. 38 EHRClinic Activities Ch. 38 Quiz

The course schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better learning.