

MATC 2620 - Advanced Clinical Procedures

Fall 2026 Syllabus, Section 01, CRN 43225,

Credit hours: 3

Instructor

Tracy Miller

Email: tmiller10@ysu.edu

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

2620. Advanced Clinical Procedures. Orientation to minor surgical and specialized examination techniques, physical examinations, preparation and administration of medication, performing electrocardiograms, application of physical therapy, and x-ray techniques including maintaining medical supplies and inventory. Coreq.: MATC 2620L. 3 s.h.

Course Readings

Group	Title	Author	ISBN
Required	Medical Assisting: Administrative and Clinical Procedures		

Booth, K. A. (2024). *Medical assisting : administrative and clinical procedures including anatomy and physiology*. McGraw-Hill.

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	Reading(s)	Proposed Topic	Due/To Prepare for Class
10/19	Chapter 39 Chapter 40	Assisting with Urinary and Reproductive Specialties Assisting with Pediatrics	
10/26	Chapter 41 Chapter 42	Assisting with Geriatrics Assisting with Other Medical Specialties	
11/2	Chapter 43 Chapter 44	Assisting with Eye and Ear Care Assisting with Minor Surgery	
11/9	Chapter 49 Chapter 50	Electrocardiography and Pulmonary Function Testing Diagnostic Imaging	
11/16	Chapter 51 Chapter 52	Principles of Pharmacology Dosage Calculations	



11/23	Chapter 53	Medication Administration
	Chapter 54	Physical Therapy and Rehabilitation
11/30	Chapter 55	Nutrition and Health

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.