

DESE Model Curriculum: Medical Administrative Assistant/Secretary (CIP Code: 52.0101)

GRADE LEVEL/UNIT TITLE: 11-12/Understand Medical Terminology

COURSE INTRODUCTION		
A program that prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, health care facilities and services administrators, and other health care professionals. Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software application, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics. Program may include instruction in medical transcription.		
UNIT DESCRIPTION		SUGGESTED UNIT TIMELINE
Students will understand medical terminology.		400 min.
		CLASS PERIOD (min.)
		90
ESSENTIAL QUESTIONS		
1. What vocabulary is used in today's medical field?		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NATIONAL HEALTH SCIENCE EDUCATION STANDARD	DOK
1. Interpret terms in relation to the body as a whole.	2.21	2
2. Interpret terms in relation to the circulatory system.	2.21	2
3. Interpret terms in relation to the nervous system.	2.21	2
4. Interpret terms in relation to the cardiovascular system.	2.21	2
5. Interpret terms in relation to the digestive system.	2.21	2
6. Interpret terms in relation to the respiratory system.	2.21	2
7. Interpret terms in relation to the urinary system.	2.21	2
8. Interpret terms in relation to the reproductive system.	2.21	2
9. Interpret terms in relation to the musculoskeletal system.	2.21	2
10. Interpret terms in relation to cancer medicine (oncology).	2.21	2
11. Interpret terms in relation to the endocrine (skin) system.	2.21	2
12. Interpret terms in relation to psychiatry.	2.21	2
13. Interpret terms in relation to pharmacology.	2.21	2
14. Interpret terms in relation to the lymphatic and immune system.	2.21	2
15. Interpret terms in relation to radiology and nuclear medicine.	2.21	2
ASSESSMENT DESCRIPTIONS		
Utilize ExamView for Language of Medicine textbook to create tests for specific areas.		
OBJ. #	INSTRUCTIONAL STRATEGIES	
1-15	1. Self-guided reading, research	
1-15	2. Utilize textbook CD for assessment	

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OBJ. #	INSTRUCTIONAL ACTIVITIES
1-15	1. Students will read textbook and complete supplementary materials for self assessment.
3	2. Students will answer questions and complete activities from a textbook CD specific to chapter being covered.
UNIT RESOURCES	
1. Chabner, Davi-Ellen, BA, MAT. (2012). The Language of Medicine. (9th ed.). City, State: Saunders. 2. Leonard, Peggy C., MT, Med. (2007). Quick and Easy Medical Terminology. (5th ed.). St. Louis, Missouri: Saunders, an imprint of Elsevier. Inc. 3. Masters, Regina M., CMA, RN, BSN, Med and Gyls, Barbara A., CMA, BS, MEd. (2003). Medical Terminology Specialties: A Medical Specialties Approach with Patient Records. (1st ed.). Philadelphia, Pennsylvania: F.A. Davis Company.	