

Medical Assisting Class Syllabus Outline

Christina Lucke-Kloss – Lake Dallas High School

Fall Semester 2025

Dear Parents and Guardians,

Welcome to Medical Assisting at Lake Dallas High School! This syllabus outlines the course plan for your child's class this semester, including key topics, expectations, and how you can support their success. As required by Texas law (Senate Bill 12), this document serves as the instructional plan and is available for your review. I look forward to working with you and your child!

Contact Information

- **Teacher:** Christina Lucke-Kloss
 - **Email:** ckloss@ldisd.net
 - **Phone:** 940-497-4039
 - **Conference Time:** 1:30–2:00 PM, Monday–Friday
 - **Best Way to Reach Me:** Email or call the school office. I'll respond within 24 hours on school days.
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Course Overview (Instructional Plan)

This semester, your child will study the following topics in Medical Assisting, based on Texas state standards (TEKS):

1. **Unit 1: Professional Standards & Skills in Health Care**
 - Learning objectives: Professional communication, teamwork, soft skills, career plan & resume/ TEKS 1.A.i-iii.1.B.i-iii.1.C.i.1.D.i.1.E.i.1.F.i.1.G.i.: Students will define and practice workplace appropriate communication, teamwork, demonstrate soft skills desired by employers, create and evaluate a career plan, create an occupationally-specific resume.
 - Activities: Lecture, reading key concepts, role play, and create career plan and resume, test..
2. **Unit 2: Roles and Responsibilities of a Health Care Team**

- Learning objectives: Medical disciplinary team, medical assistant responsibilities, medical assistants in different settings, team-based care/ TEKS 2.A.i.2.B.i.ii.2.C.i.2.D.i.ii.: Students will identify members of the medical disciplinary team and their role, discuss the responsibilities and scope of practice of the medical assistant and limitations, explain the levels of authority within the professional hierarchy, and describe the role of the medical assistant in various healthcare settings.
- Activities: Lecture, discussion, project, role-play, quiz, test

3. Unit 3: Communication in Health Care Settings

- Learning objectives: Supporting patient-centered care, standard communication in healthcare setting, reporting abnormal results/ TEKS 3.A.i.ii.3.B.i-ix.3.C.i.3.D.i.3.E.i.
- Activities: Lecture discussion, project/role-play, quiz, test.

4. Unit 4: Ethical Principles in HealthCare

- Learning objectives: Ethical issue, legal ethical standards, medical directives/TEKS 4.A.i-iv.4.B.i.4.C.i-vi.4.D.i-vi.: Students will evaluate ethical issues and legal ramifications related to malpractice, negligence and liability, summarize legal and ethical standards related to healthcare, differentiate between types of medical directives and advance directives.
- Activities: Lecture discussion, project/role-play, quiz, test.

5. Unit 5: Administrative Duties: Scheduling

- Learning Objectives: Scheduling process, types of scheduling, scheduling guidelines/TEKS 5.A.i.5.B.i.: Students will identify factors which affect scheduling, describe how patient flow, triage, and coordination of care affects scheduling, compare different methods of patient scheduling, discuss guidelines for patient scheduling and making appointments.
- Activities: Lecture discussion, project/role-play, quiz, test.

6. Unit 6: Administrative Duties: Medical Billing

- Learning Objectives: Medical Billing/TEKS 5.C.i.: Students will define common medical billing terms and describe the medical billing process.
- Activities: Lecture discussion, project/role-play, quiz, test.

Thank you for supporting your child's education! Feel free to contact me with questions.

Sincerely,

Christina Kloss