BC C145: MEDICAL ADMINISTRATIVE ASSISTANT 1

Item	Value
Curriculum Committee Approval Date	03/17/2006
Top Code	051400 - Office Technology/Office Computer Applications
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S)

Course Description

A practical course designed for students in medical assisting, nursing, and allied health occupations to learn how to successfully support the front or back office of a health care facility. ADVISORY: Microsoft Word and Internet experience. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Using the most current software, complete medical forms and construct, edit, and format medical documents or forms to acceptable professional standards.
2. Identify and demonstrate interpersonal skills, professional behaviors, and vocabulary used by successful medical administrative health assistants.
3. Demonstrate practices of daily operations and responsibilities of the medical administrative assistant in a health care practice.

Course Objectives

- 1. Describe the daily operations, responsibilities, and financial/billing skills of a medical office admin assistant.
- 2. Create, edit, and format medical forms accurately.
- 3. Demonstrate interpersonal skills, professional behaviors, and vocabulary used in medical offices
- 4. Perform tasks related to financial and physician practices management.

Lecture Content

Professional And Career Responsibilities A Career as an Administrative Medical Assistant The Health Care Environment: Past, Present, and Future Medicolegal and Ethical Responsibilities Interpersonal Communications The Art of Communication Receptionist and the Medical Office Environment Telephone Procedures Appointments Records Management Filing Procedures Medical Records Drug and Prescription Records Written Communication Written Correspondence Processing Mail and Electronic Correspondence Financial Administration The Revenue Cycle: Fees, Credit, and Collection Banking Bookkeeping Procedure Coding Diagnostic Coding Health Insurance Systems and Claim Submission Managing The Office Office Managerial Responsibilities Financial Management of the Medical Practice

Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)

Instructional Techniques

A variety of instructional techniques will be employed to encompass different student learning styles. These may include, but are not limited to, lecture, discussion, projects, and small group activities. Instruction will be supplemented, where appropriate, by digital media presentations and resources, guest speakers, and field trips.

Reading Assignments

Students will complete reading assignments assigned from the textbook, supplemental readings, handouts, Internet resources, and any assignments from Coastlines Online Library.

Writing Assignments

Weekly discussion topic, written responses, office scenarios, and medical billing and form software exercises.

Out-of-class Assignments

Weekly projects demonstrating skills acquired and applied.

Demonstration of Critical Thinking

Identifying and applying the appropriate medical billing rules to solve simulated/real life situations.

Required Writing, Problem Solving, Skills Demonstration

Weekly discussion topic written responses and Mathematical Problem-Solving will be used to determine appropriate billing costs.

Eligible Disciplines

Computer information systems (computer network installation, microcomputer ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience. Health information technology (medical record technology): Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience. Office technologies (secretarial skills, office systems, word processing, ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

Textbooks Resources

1. Required French, L. Administrative Medical Assisting (Printed Textbook/MindTap Access/eBook), 8th ed. 9781337198370: Cengage Learning, 2018

Other Resources

1. Coastline Library