

SECTION I

SUBJECT AREA & COURSE NUMBER: Medical Assisting MED*214

COURSE TITLE: Administrative Medical Office Assisting II

CATALOG COURSE DESCRIPTION

This course builds upon the medical administrative skills presented in MED*114. The administrative areas covered in this course are bookkeeping, accounting, payroll, personnel management, office management responsibilities, and business in medicine.

LECTURE HOURS PER WEEK: 3 CREDIT HOURS: 3

PREREQUISITE: MED*114, BIO*115, CSA*105, BOT*180, MED*170

SECTION II

A. SCOPE

Course content will include the following:

1. Personnel management
2. Front office communication skills
3. Technology used in health care environment
4. Outpatient services
5. Business in medicine
6. Office management responsibilities

B. REQUIRED WORK

Reading assignments from the required from the required medical administrative office textbook

Entry-level course requirement competencies

C. ATTENDANCE AND PARTICIPATION

Regular attendance and class participation are expected.

D. METHODS OF INSTRUCTION

As determined by instructor, may include lecture and discussion, demonstration, audio-visual tapes, computer simulation, class projects

E. OBJECTIVES, OUTCOMES, AND ASSESSMENT

The following objectives and outcomes represent the department's core requirements for student achievement:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of:	Student will:	As measured by:
personnel management	1.complete reading assignments	1.passing grade on tests and/or quizzes
front office communication skills	1. appointment scheduling 2. handling the office telephone 3. written professional correspondence	1.passing grade on tests and/or quizzes 2.achievement of entry-level competency
technology used in health care environment	1. complete reading assignments	1.passing grade on tests and/or quizzes
outpatient services	1.complete reading assignments	1.passing grade on tests and/or quizzes
business in medicine	1.complete reading assignments 2.practice age analysis 3.practice financial ratios	1.passing grade on tests and/or quizzes 2.achievement of entry-level competency
office management responsibilities	1.complete reading assignments	1.passing grade on tests and/or quizzes

F. REQUIRED TEXTS AND SUPPLIES

The following texts are appropriate:

Textbook of Medical Office Management, Alice Anne Andress

G. REQUIRED INFORMATION TECHNOLOGY:

Utilization of appropriate computer software