MOHAWK VALLEY COMMUNITY COLLEGE, UTICA-ROME, NY

COURSE OUTLINE

1. COURSE DESCRIPTION:

**HC110 Medical Assistant-Administrative Theory** C-3, P-2, Cr-4

This course introduces the beginning Medical Assistant to the field. It broadens knowledge of the field be defining medical assisting and covering topics such as appointment scheduling, telephone procedures, receptionist duties, drug and prescription records, medical records, filing procedures, bookkeeping, insurance forms, banking, collections, processing mail, telecommunications, professional reports, and payroll.

**Prerequisites:** None.

**Corequisites:** MR103 Medical Terminology, IS101 Computer Applications & Concepts

1. STUDENT LEARNING OUTCOMES

**Upon completion of this course the student will be able to:**

1. Discuss the role of the Medical Assistant in the health care arena.
2. Describe the role of professional ethics and law in the medical office.
3. List the steps in scheduling and apply it to a designated computer program.
4. Discuss the importance of patient records and various methods to maintain them.
5. Discuss the various methods of billing and utilize computer software to implement a billing system.
6. Discuss the components of maintaining an effective and systematic bookkeeping/banking system and utilize the computer to apply.
7. Discuss the methods of tracking and ordering supplies and equipment, and maintenance of same, in the medical office, utilizing the computer.
8. Describe the purpose of OSHA and HIPPA regulations related to health care.
9. MAJOR TOPICS:
10. Medical Assisting Profession
11. Professional Behavior in the Workplace
12. Interpersonal Skills and Human Behaviors
13. Medicine and Ethics and Law
14. Computer Concepts
15. Telephone Techniques
16. Scheduling Appointments
17. Patient Reception and Processing
18. Office Environment Daily Operations
19. Medical Record Management
20. Written Communication and Mail Processing
21. Privacy in the Physician’s Office (HIPAA)