



MEDICAL OFFICE ADMINISTRATION ASSOCIATE WITH EHR

(CIP Code: 510710)

PROGRAM COURSE OUTLINE

Program Description: This course will focus on skill level training and on the administrative component of the medical assistant field. In this course students learn about various aspects of medical office practices. The course is completed in an approximate eighteen (18) week period. Students learn medical ethics & law, asepsis, assisting in exams, treatment & vital signs. They also learn about administering clinical tests such as hearing assessment, sonograms & radiographic procedures. The course gives an introduction to medications with regulations & procedures for patients, drug classification, dosage & common methods of admin. Students also learn about medical emergencies & first aid procedures as well as identifying elements of medical office environments. They will apply rules of medical record coding systems, creating & using a word processing document, input computer data, identify methods for patient fees, complete a written itemized billing statement. Students learn to use different Office Equipment like Computers, Fax Machine, & Adding Machines etc. They also learn to use computer programs like Microsoft Word & Excel as well as how to make appointments & reminders, entering & storing diagnostic codes & filing information. This course will cover the usage and management of health information and the electronic health record (EHR). Besides the traditional components to the course, it will also cover Business Communication & Group Dynamics, Risk Management, Financial Procedures, CPR, HIPAA Compliance and Career Development and includes a 60 hour internship at a site provided by our center.

Medical Office Administration Associate With EHR Program	
Medical Terminology- This course will teach the key word parts associated with body systems, disorders, conditions and procedures. It will also show how to “decipher” difficult medical terms by breaking them down in basic components.	32
Anatomy and Physiology I - This course will study the structure and function of the human body, beginning with an introduction to anatomy, physiology, basic chemistry, cellular metabolism, microbiology and tissue components. This course will include content about the body systems, including integumentary, skeletal, muscular, central nervous system, peripheral and autonomic nervous systems and special senses.	30
Anatomy and Physiology II - This course will study the structure and function of endocrine, blood, circulatory, lymphatic, immune, respiratory, digestive and urinary systems. Water, electrolyte, and acid-base balance, reproductive systems and human development and heredity will be addressed.	30
Medical Law and Ethics - This course will discuss the legal and ethical aspects of being a medical assistant. It will also discuss the professional components of being in the Allied Health Profession field.	24
Administrative Medical Asst. I - (Filing + Phone Skills + Human Relations)- Upon completion of this course, the medical secretary will learn- a) Fundamentals of telephone and written communications. b) Proper appointment scheduling using standard and computerized methods. c) Medical record management and processing.	50
CPR- The goal of this course is to provide the medical secretary with the information required to perform cardiopulmonary resuscitation.	12



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<p>Basic First-Aid- The goal of this course is to provide the medical secretary with the information required to perform basic life support.</p>	6
<p>Administrative Medical Asst.II (Keyboarding+MOUS+ Med ware)- a) Keyboarding skills using Keyboarding software b) Basic knowledge of Microsoft Word and Excel + Internet browsing and research c) Perform billing and accounting functions d) Utilize medical software to manage patient scheduling and other related functions e) Create professional communications to gain employment in a medical office.</p>	50
<p>Business Etiquette & Protocol- (Customer Relations & Rapport)- Upon completion of this course, the medical secretary will learn-</p> <ul style="list-style-type: none"> a) Language Barriers b) Cultural differences and barriers c) Telephone Communication d) Exception with serving patients 	30
<p>Office Procedures with Electronic Health Records [EHR] - forms, patients, scheduling- Upon completion of this course, the medical secretary will learn-</p> <ul style="list-style-type: none"> a) Patient Registration b) Reception Area c) Exceptional Patient Service d) Emergency Situations 	80
<p>Business Communication & Group Dynamics-</p> <ul style="list-style-type: none"> a) Effective Communication skills in a professional environment b) Overcoming barriers to effective communication c) Writing business messages d) Taking meeting minutes e) Team Work & Working with Authority 	30
<p>Financial Procedures- Upon completion of this course, the medical secretary will learn-</p> <ul style="list-style-type: none"> a) Book keeping & Accounting b) Accounts Receivable & Payable c) Petty Cash d) Business Record Retention 	60
<p>Risk Management- This course will discuss the legal and ethical aspects of being a medical secretary. It will also discuss the professional components of being in the Allied Health Profession along with HIPAA laws.</p>	45
<p>Externship Review- This course will get students ready for externship. It will help them revise some content learnt in the prior months, prepare them for NHA <i>Certified Administrative Medical Assistant Certification</i> exam.</p>	15
<p>Externship- The goal of the externship is to enable the student to perform medical secretary functions learnt in the classroom in a variety of settings.</p>	60
<p>HIPAA Compliance and Career Development</p>	6
<p>TOTALS</p>	560