MAA 205: Medical Office Procedures

This course emphasizes the duties required of a medical administrative assistant in an office setting. Students develop critical thinking skills through practice with interactive software, appointment scheduling software, index and filing, office finances, and telephone techniques. The course emphasizes medical standards, medical ethics, and medical law. Students also participate in a job shadow experience. Three lecture hours per week. Instructional Support Fee may apply.

Course Student Learning Outcomes

1.Complete insurance forms for a patient's medical record. 2.Explain how to complete insurance forms for prompt payment. 3.Utilizing medical software (Medisoft) for all office tasks. 4.Learn about the ICD and CPT reference books for patient diagnoses. 5.Analyze the aspects of Workers' Compensation, Medicare, and Medicaid. 6.Research medical office journal articles for lecture topics discussed in class. 7.Impliment the standard medical Code of Ethics.
Credits: 3
Program: Medical Administrative Assistant