

Course Objectives/Course Outline

Spokane Community College

Course Title: Administrative Medical Assistant II

Prefix and Course Number: MA 111

Course Learning Outcomes:

By the end of this course, a student should:

- V.C.8. Discuss applications of electronic technology in professional communication
- VI.C.8. Differentiate between electronic medical records (EMR) and a practice management system
- VI.C.9. Explain the purpose of routine maintenance of administrative and clinical equipment
- VI.C.1.0. List steps involved in completing an inventory
- VI.C.11. Explain the importance of data back-up
- VI.C.12. Explain meaningful use as it applies to EMR
- X.C.10. Identify:
 - a. Health Information Technology for Economic and Clinical Health (HITECH) Act
 - c. Americans with Disabilities Act Amendments Act (ADAA)
- X.C.11. Describe the process in compliance reporting:
 - b. Errors in patient care
- VI.P.1. Manage appointment schedule using established priorities
- VI.P.6. Utilize an EMR
- VI.P.7. Input patient data utilizing a practice management system
- VI.P.8. Perform routine maintenance of administrative or clinical equipment
- VI.P.9. perform an inventory with documentation
- VI.A.1. Display sensitivity when managing appointments

Course Outline:

- I. Office Facilities, Equipment and Supplies (Chapter 10, Pearson's 4th edition)
- II. Written Communication (Chapter 11, Pearson's 4th edition)
- III. Computers in the Medical Office (Chapter 12, Pearson's 4th edition)
- IV. The Medical Record (Chapter 13, Pearson's 4th edition)
- V. Patient Billing and Collections (Chapter 17, Pearson's 4th edition)