

Course Objectives/Course Outline
Spokane Community College

Course Title: Administrative Medical Assistant III

Prefix and Course Number: MA 121

Course Learning Outcomes:

By the end of this course, a student should be able to:

- IX.P.1. Perform procedural coding
- IX.P.2. Perform diagnostic coding
- IX.P.3. Utilize medical necessity guidelines
- X.P.5. Perform compliance reporting based on public health statutes
- VII.P.3. Obtain accurate patient billing information
- VII.P.4. Inform a patient of financial obligations for services rendered
- VIII.P.1. Interpret information on an insurance card
- VIII.P.2. Verify eligibility for services including documentation
- VIII.P.3. Obtain precertification/preauthorization
- VIII.P.4. Complete an insurance claim form
- VII.A.1. Demonstrate professionalism when discussing patient's billing record
- VII.A.2. Display sensitivity when requesting payment for services rendered
- VIII.A.1. Interact professionally with third party representatives
- VIII.A.2. Display tactful behavior when communicating with medical providers regarding third party requirements
- VIII.A.3. Show sensitivity when communicating with patients regarding third party requirements
- IX.A.1. Utilize tactful communication skills with medical providers to ensure accurate code selection

Course Outline:

- I. Medical Insurance (Chapter 14, Pearson's 4th edition)
- II. Diagnosis Coding (Chapter 15, Pearson's 4th edition)
- III. Procedure Coding (Chapter 16, Pearson's 4th edition)