

Minnesota State College Southeast

MEDA 1100: Medical Assistant Administrative Procedures

A. COURSE DESCRIPTION

Credits: 4

Lecture Hours/Week: 3

Lab Hours/Week: 2

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Medical Assistant Administrative Procedures introduces the student to the electronic medical record, medical coding, insurance claim process, scheduling, bookkeeping, payroll, and patient admitting processes and the legal/ethical issues surrounding clinical practice. The student will experience simulated care, transcription and the computerized medical record complete assignments related to the duties and responsibilities discussed above. (Prerequisites: computer competency demonstration and Medical Terminology) (4 credits: 3 lecture/1 lab)

B. COURSE EFFECTIVE DATES: 08/08/2017 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

None

D. LEARNING OUTCOMES (General)

None

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted