



ADMINISTRATIVE PROCEDURES — MDAS 1271

A. Course Description

- **Credits:** 3.00
- **Lecture Hours/Week:** 2.00
- **Lab Hours/Week:** 1.00
- **OJT Hours/Week:** 0
- **Prerequisites:** None
- **Corequisites:** None
- **MnTC Goals:** None

This course will introduce the student to the administrative duties performed by a Medical Assistant. Emphasis will be on front office duties such as; telecommunications, appointment scheduling, medical records, insurance, bookkeeping, written communications, and medical coding. Other topics included in the course will be office and human resource management as they apply to the Medical Assistant. Prerequisite: MDAS 1150 Medical Documentation

B. Course Effective Dates: 8/27/12 – Present

C. Outline of Major Content Areas

As noted on course syllabus

D. Learning Outcomes

1. Apply concepts of effective communication through verbal, non-verbal, and written methods.
2. Demonstrate empathy, understanding, and professional behavior in all administrative tasks.
3. Describe the Medical Assistant's role as patient navigator and in the Patient-Centered Medical Home (PCMH). Version
4. Identify legal and illegal applicant interview questions
5. Obtain third party authorization and reimbursement.
6. Perform administrative functions.
7. Perform basic practice finances procedures
8. Perform procedural and diagnostic coding

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

F. Learner Outcomes Assessment

As noted on course syllabus

G. Special Information

None noted