

BOSTON REED COLLEGE®
Allied Health Training Programs
Official Course Outline

Administrative Medical Assistant

Goals and Purpose: Upon successful completion of course, the student will receive a certificate of completion from Boston Reed College.

Outcomes and Objectives:

After successful completion of this course the student will be able to:

1. Identify parts of the human body.
2. Describe the basic function of each body system.
3. Utilize medical terminology in written and spoken communications.
4. Define medical terminology commonly found in the medical record.
5. Prepare and maintain the medical record.
6. Prepare and maintain the appointment schedule.
7. Demonstrate proper telephone handling techniques.
8. Compose and prepare medical correspondence.
9. Transcribe a dictated medical report.
10. Manage incoming and outgoing financial transactions for the medical practice.
11. Complete basic insurance forms.
12. Assist with office emergencies.

Instructional Units/Hours of Instruction:

<i>Topic.....</i>	<i>Hours</i>
1. Interpersonal Skills and Behavior	6
2. Study Skills	1
3. Computers and Computer Terminology	7
4. Telephone Technique	3.5
5. Patient Reception	3.5
6. Appointments	6
7. Customer Service	2
8. Communications	7
9. Emergencies	7
10. Medical Records Management.....	3.5
11. Health Information Management.....	3.5
12. Billing and Finances	6
13. Banking	7
14. Diagnostic and Procedural Coding	7
15. Claim Forms and Reimbursement	7
16. Medical Management and Life Skills	7
17. Medical Terminology.....	12
	<i>Total Hours – 96</i>

Instructional Strategies:

- Independent research
- Small group discussions
- Laboratory techniques
- Large group discussions,
- Demonstration
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Lecture

Methods of Evaluation:

- Observation
- Demonstration
- Class discussion
- Oral exams
- Written quizzes
- Mid-term and final examinations

Course Repetition:

If the student does not achieve at least 80 percent in the course he or she should repeat the course until that objective has been achieved.

For Adult Education Centers as appropriate:

A-22 Title: Health, Science, and Medical Technology - Support Services

A-22 Number: 4.4255

Approvals: Board of Education ___/___/___

CDE ___/___/___