

# Common Course Outline

OFAD 146

Fundamentals for the Medical Office

3 Semester Hours

## The Community College of Baltimore County

### **Description**

Fundamentals for the Medical Office

Introduces the theory and principles of the health care delivery system, the health insurance industry, and the medical practice; reviews areas of specialization and trends in the health care delivery system, emphasizing their impact on the medical office assistant.

Prerequisite: RDNG 052 or LVR 2

### **Overall Course Objectives**

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

- A. The student will know the scope of the Medical Office Assistant's job and how it relates to other health professions.
- B. The student will be able to analyze the role of medical ethics in a medical practice and be cognizant of legal responsibilities.
- C. The student will develop communication skills to communicate in a positive manner with patients, co-workers, and supervisors.
- D. The student will be able to differentiate among the major types of insurance programs and follow proper procedures to file insurance claims.

### **Major Topics**

Week 1	A Career as an Administrative Medical Assistant: Medical Practice Settings: Traditional and Managed Care	Chapters 1 and 2
Week 2	Medicolegal and Ethical Responsibilities The Receptionist	Chapters 3 and 4
Week 3	Telephone Procedures	Chapter 5
Week 4	Appointments	Chapter 6
Week 5	Computers and Information Processing	Chapter 7

Week 6	Patient=s Medical Records	Chapter 8
Week 7	Drug and Prescription Records	Chapter 9
Week 8	Filing Procedures	Chapter 10
Week 9	Office Maintenance and Management	Chapter 11
Week 10	Written Correspondence	Chapter 12
Week 11	Processing Mail and Telecommunications	Chapter 13
Week 12	Professional Reports and Travel Arrangements	Chapter 14
Week 13	Fees, Credit, and Collection	Chapter 15
Week 14	Health Insurance Systems	Chapter 16
Week 15	Banking/Bookkeeping/Payroll	Chapters 17,18,19

### **Course Requirements (VII)**

Grading: Grading procedures will be determined by the individual faculty member but will include the following: Your grade for this course will be based on a combination of activities including class participation, at least 3 quiz grades, workbook exercises and at least 2 test grades and a final examination.

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes, and skills necessary to function successfully as a transfer student, in a career and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending classes, completing all homework and other assignments, participating in class activities and preparing for tests.