

**GREAT PLAINS TECHNOLOGY CENTER
COURSE OF STUDY**

Career Cluster: Business, Management and Administration (BA)

Career Pathway: Administrative Support-Medical (BA0026001)

Program: Medical Office Assistant (BA0020004)

Program Hours: Secondary Students: 1050 Hours
Adult Students: 1050 Hours

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Academic Credit: Secondary Students: 3 high school credits per year – *OK Promise
Credit

Adult Students: Transcript

Prerequisites: Typing/Keyboarding

Program Description:

This program prepares students for entry-level employment in a variety of health care facilities. Students learn administrative routines and procedures followed in a medical office including correct medical terminology and advanced computer skills. Medical office accounting procedures, including patient billing and processing medical insurance claims, are covered. Students learn about major insurance programs and federal health care legislation. Students gain skills required for numerous industry-related certifications.

Program Goals:

Students enrolled in this program will be given the opportunity to develop the skills and attitudes needed to successfully enter the world of business according to their personal choice, ability, and resourcefulness.

Upon achieving the goals of this program, students will:

- Become competent in the fundamental skills of the occupation.
- Become qualified for further related education and/or entry into the job market.
- Participate as responsible citizens.
- Develop positive and realistic self-images.
- Develop the ability to work with limited or no supervision.
- Accept and abide by the rules and regulations established by the school and/or place of employment.
- Pass certification exams

Related Career Opportunities:

- Medical Records Assistant
- Medical Secretary
- Administrative Assistant

Program Objectives:

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

- Use proper keyboarding and computer techniques.
- Schedule patient appointments.
- Maintain patient medical records.
- Prepare and file insurance claims.
- Use medical terminology correctly.
- Demonstrate proper office procedures.
- Pass certification exams

Program Course Sequence:

- HS Student and Part-time Adult (Year One): Course Sequence I
- HS Student and Part-time Adult (Year Two): Course Sequence II
- Full-time Adults (Year One): Course Sequence I and II

**DESCRIPTION OF COURSES
SEQUENCE I**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>	<u>ADT</u>	<u>ADL</u>
BT00182	Fundamentals of Technology (8169*)	40	80	40	80
This course will provide students with the fundamental concepts, principles, and ideas needed to understand how business is operated and managed in a rapidly changing global environment, which is needed for success in careers in business related fields. This course also provides job readiness skills and soft skills that are critical for success in any workplace setting. (This course can be substituted with Business and Computer Tech).					
BT00014	Fundamentals of Admin. Technologies (8103*)	40	80	40	80
This course builds on the core business skills and will provide students with the concepts, principles, and attitudes needed to understand how an office is operated and managed in a rapidly changing global environment. State-of-the-art personal computing is integrated throughout the course.					
BT00009	Foundations of Medical/Office Terminology	60	120	60	120
As students prepare for a position as a medical office assistant, medical records technician, medical coder, or medical transcriptionist, they will learn administrative routines and procedures followed in a medical office. The importance of complete accuracy and confidentiality in maintaining medical records will be stressed. Some of the areas emphasized in this course will include administrative responsibilities, patient records, advanced word processing, employability skills, finance and management as they apply in a medical office setting.					
BT00078	Patient Billing I	35	70	35	70
This course provides an overview of the medical office accounting procedures, introduces you to the features of a patient billing system, and presents important concepts relating to a medical office accounting function. Simulated practice allows the student to assume the role of a medical billing assistant in a doctor's office using cutting-edge patient billing software.					

Sequence I Subtotal Hours:	Theory	Lab	Total
High School Student:	165	360	525
Adult Student:	165	360	525

**DESCRIPTION OF COURSES
SEQUENCE II**

<u>Course #</u>	<u>Course Name</u>	<u>HST</u>	<u>HSL</u>	<u>ADT</u>	<u>ADL</u>
BT006GP	Patient Billing II	25	50	25	50
<p>This course provides an overview of the medical office accounting procedures, introduces you to the features of a patient billing system, and presents important concepts relating to a medical office accounting function. Simulated practice allows the student to assume the role of a medical billing assistant in a doctor's office using cutting-edge patient billing software.</p>					
BT00244	Electronic Health Records I	30	90	30	90
<p>Students learn to manage electronic health information using common electronic data interchange systems. Through classroom and computer lab training students acquire the skills necessary to maintain the medical, legal, accreditation and regulatory requirements of the electronic health record and database; project management and fundamentals of change.</p>					
BT00106	Medical Insurance	60	120	60	120
<p>Basic functions of processing medical insurance claims. A computer-based training program guides students through the insurance claim form cycle and focuses on the areas in which medical office assistants encounter the greatest difficulties. Students are introduced to information about major insurance programs and federal health care legislation.</p>					
BT00110	Program Capstone (8106*)	40	110	40	110
<p>Internships, project-based instruction and additional industry certifications will be utilized to reinforce skills obtained within any program in the Business, Management, and Administration Cluster. Students will make final preparations for industry certifications as they master outlined competencies. Students will select from various project options to finalize portfolios that highlight skills and certifications. Students may also undertake special projects, cross-train or participate in workplace learning opportunities to enhance skills in accordance with industry demands.</p>					

Sequence II Subtotal Hours:	Theory	Lab	Total
High School Student:	165	360	525
Adult Student:	165	360	525

Program Total:	Theory	Lab	Total
High School Student:	330	720	1050
Adult Student:	330	720	1050

Evaluation Policy:

Employability Grades (100 points per week; 40% of final grade)

The employability skills grade is based on 20 points per day (which may include: attitude, attendance, safety, punctuality, cooperation, participation, clean-up, class preparation, school/classroom rules, and time management). Points will be deducted if these responsibilities are not met at the instructor's discretion. Students will be allowed to make up unearned employability points for **excused** absences only. Full credit will be given for assignments/tests that have been made up (see Student Handbook).

Performance Grades (40% of final grade)

- Live projects
- Performance or skill tests
- Homework
- Written Assignments

Test Grades (20% of final grade)

- Quarterly Projects
- Tests

Final Grade (9 Weeks Period)

9-weeks grade will be calculated by averaging grades in each category and summing each category according to their assigned weight. Progress reports will be sent to home schools at six and twelve-week intervals each semester as required or requested. Grades are accessible on-line at <http://sonisweb.greatplains.edu/studsect.cfm>

Grading Scale:

The grading scale as adopted by the Board of Education is as follows:

A	=	90 – 100
B	=	80 – 89
C	=	70 – 79
D	=	60 – 69
F	=	Below 60
W	=	Withdrawn
I	=	Incomplete
N	=	No Grade (Refer to Student Handbook)

Make-Up Work Policy:

All Make-Up Work Is The Responsibility Of The Student. Make-up work will be handled as specified in the Student Handbook. Please be sure to read and understand all student policies, especially make-up of assignments, tests and employability due to absences. Students should always arrange for any make-up work with the instructor as per the Student Handbook. Students should keep track of his or her progress and grades.

Attendance Policy:

For specific information related to attendance and tardiness, refer to the Student Handbook. Students should keep a written record of their absences and tardiness.

Course Requirements and Expectations:

The general course requirements and expectations include:

- Career Tech Student Organizations (CTSOs) offer outstanding opportunities for development of leadership and social skills. CTSO membership is part of the curriculum. Therefore, all students are members of their CTSO and are expected to participate in CTSO activities.
- Students are required to interact with a variety of people and must treat all with respect. Malicious gossip, bullying, and negative or taunting comments are prohibited.
- All students must adhere to policies and procedures in the Student Handbook.
- Equipment used in the program includes computers, laser and inkjet printers, scanners, and electronic calculators.
- Students must pass certification exams.
- Students must be able to sit at a computer for the majority of the school/work day.
- Computer literacy is taught in the course, and mastery is imperative for success in the field as most tasks are centered around computers and technology. Medical Office Assistants are often required

to help patients and other staff members navigate electronic medical records and patient portals.

- Patience and tolerance are required for the field as well as the ability to work with a wide variety of people from different backgrounds and perspectives.
- Prior to employment in the healthcare field, students should be prepared to pass a background check and a drug test.

Student Behavior Includes:

- Wear the student name badge at all times
- Follow the proper procedure if you are to be absent, tardy or have a school activity
- Abide by the rules in the student hand book, as well as those established inside the classroom
- Be Prompt. Enter the classroom quickly and quietly ready to start the lesson for each day
Students who provide their own transportation must arrive at the start of class
- Be Prepared. Ensure that you have all materials needed for each day
- Be Respectful. Disrespect for others and authority will not be tolerated
- Be Responsible. Take responsibility for all of your actions academically as well as socially
- Perform proper shutdown procedures at the end of each class (turn off power to all workstation equipment or as directed, clean individual work area, return books/supplies, etc.)
- Complete homework assignments that may be given.
- Flexibility and willingness to learn are essential.

NOTE: For additional information or questions regarding the GPTC School policies and procedures, please refer to the Student Handbook and/or the Instructor.

Industry Alignments:

- Microsoft Office Specialist
- National Healthcareer Association (NHA)

Certification Outcomes:

Tier 1 – Certifications Recognized, Administered and/or Endorsed by Industry

- Certiport: MOS: Excel (0145)
- Certiport: MOS: PowerPoint (0146)
- Certiport: MOS: Word (0143)
- National Healthcareer Association: Certified Medical Administrative Assistant (CMAA)

Tier 7 – National Career Readiness Certificate in Applied Mathematics, Locating Information and Reading for Information:

- Platinum Level – 6 or above in all three areas
- Gold Level – 5 or above in all three areas
- Silver Level – 4 or above in all three areas
- Bronze Level – 3 or above in all three areas

CIP Code and SOC Code Crosswalk:

- CIP Code – 51.0710
- SOC Code – 43-6013.00

OCAS program code:

- 9213 – Administrative Support-Medical (first year)
- 9218 – Administrative Support-Medical (second year)

OCAS course code:

- 8169 – Fundamentals of Technology
- 8103 – Fundamentals of Administrative Technologies

Instructional Materials and Supplies:

High school students are not required to purchase textbooks or supplemental materials. Adult students must purchase certain textbooks and all workbooks. The prices listed are approximate and subject to change.

eLearning Curricula:

Dean Vaughn Medical Terminology Online. Peterson's LLC. (\$30.00)

National Healthcareer Association Certified Medical Administrative Assistant (CMAA) Online Study Guide + Online Practice Test. (\$69.00)

TestOut Office Pro 6.2. <https://w3.testout.com/>. (\$27.00)

Typing.com

Valerius, Joanne, et al. Medical Insurance: A Revenue Cycle Connect Access. 978-1-260-48908-8. New York: McGraw-Hill Education, 2018. (\$114.00)

SimChart for the Medical Office- Printed Access Card. ISBN 978-1-4557-5318-5. Elsevier. (\$121.00)

Textbooks:

Allen, David, et al. Essentials of Medical Language. 3rd ed. 978-0-07-351379-9. New York: McGraw-Hill Education, 2015. *†

Pepper, Julie. The Electronic Record for the Physician's Office. 2nd ed. 978-0-323-51146-9. New York City: Elsevier, 2018. (\$60.00) *

Potter, Brenda. Medical Office Administration. 978-0-323-40075-6. New York City: Elsevier, 2018. (\$116.00) *

Valerius, Joanne, et al. Medical Insurance: A Revenue Cycle Process Approach. 7th ed. 978-1-259-68307-7. New York: McGraw Hill, 2017. (\$197.00) *

*Check-out available

†In-class use