

Clackamas Community College

Online Course/Outline Submission System

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Section #1 General Course Information**Department:** Health Sciences: Allied Health**Submitter**

First Name: Karen

Last Name: Maynard

Phone: 0695

Email: kmaynard

Course Prefix and Number: MA - 112**# Credits:** 4**Contact hours**

Lecture (# of hours): 44

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 44

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

Course Title: Medical Office Practices**Course Description:**

This course focuses on administrative skills performed by the Medical Assistant in the ambulatory care setting. This course will provide a background in medical law and ethics. Students will learn concepts of professionalism, patient confidentiality, telephone etiquette, effective communication, care navigation, medical records maintenance and medical legal requirements pertaining to medical office procedures. Students will become familiar with the legal relationship between healthcare providers and patients. Students will create a professional healthcare resume.

Type of Course: Career Technical Preparatory**Is this class challengeable?****No**

Can this course be repeated for credit in a degree?

No

Is general education certification being sought at this time?

No

Does this course map to any general education outcome(s)?

No

Is this course part of an AAS or related certificate of completion?

Yes

Name of degree(s) and/or certificate(s): Medical Assistant Certificate

Are there prerequisites to this course?

Yes

Pre-reqs: MA-110, WR-121

Have you consulted with the appropriate chair if the pre-req is in another program?

No

Are there corequisites to this course?

Yes

Co-reqs: BI-120, MA-145

Are there any requirements or recommendations for students taken this course?

Yes

Recommendations: None

Requirements: Student must be enrolled in current medical assistant cohort. Instructor consent.

Are there similar courses existing in other programs or disciplines at CCC?

No

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

A-F Only

Audit: Yes

When do you plan to offer this course?

✓ **Fall**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

No

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

Yes

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. identify common communication fundamentals and barriers;
2. identify administrative functions as they pertain the ambulatory healthcare setting;
3. articulate legal and ethical implications within healthcare practice;
4. develop and maintain professional attributes as displayed within the career-educational setting;
5. demonstrate respect for individual diversity within the healthcare setting.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. The healthcare environment
2. Medical-legal and ethical responsibilities
3. Patient confidentiality - HIPAA

4. Medical Practice Acts
5. Medical records
 - a. Documentation
 - b. Filing procedures
6. Communication in the health care setting
7. Reception skills
 - a. Telephone procedures
 - b. Scheduling appointments
8. Written correspondence
9. Culture and individual diversity in the healthcare setting
10. Job skills: the professional healthcare resume`

Does the content of this class relate to job skills in any of the following areas:

- | | |
|--------------------------------------|-----------|
| 1. Increased energy efficiency | No |
| 2. Produce renewable energy | No |
| 3. Prevent environmental degradation | No |
| 4. Clean up natural environment | No |
| 5. Supports green services | No |

Percent of course: 0%

First term to be offered:

Next available term after approval

:
