## **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

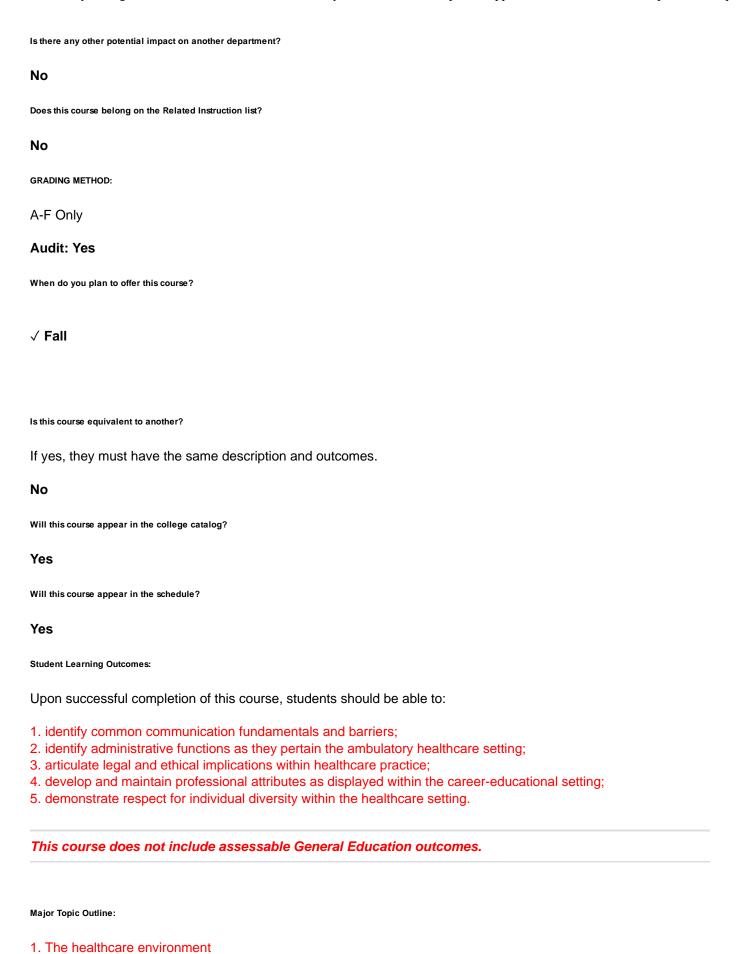
Is this class challengeable?

No

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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
<b>Co-reqs:</b> 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?
Have you talked with a librarian regarding that impact?

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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:

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

:

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