

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
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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:

Focuses on administrative skills performed by the Medical Assistant in the ambulatory care setting. The course examines medical law and ethics, bioethics, principles of confidentiality and medical office function. Required: Student Petition.

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, and WR-101 or 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: MA-145 and BI-120

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

Yes

Recommendations:

Requirements: Students must be enrolled in the Medical Assistant cohort. Student Petition.

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?

- Summer
- Fall**
- Winter
- Spring
- Not every term
- Not every year

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. demonstrate effective communication skills via verbal, non-verbal and written techniques;
2. perform administrative functions common in a medical office;
3. recognize legal implications of working in a medical office;
4. apply ethical principles to working in a medical setting.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. The healthcare environment
2. Medical-legal and ethical responsibilities
 - a. HIPAA
 - b. Patient confidentiality
 - c. Medical Practice Acts
 - d. Bioethical issues
 - e. Documentation
3. Communication in the health care setting
 - a. Reception skills
 - b. Telephone procedures
 - c. Written correspondence
 - i. Business letters
4. Scheduling appointments

- 5. Medical records
 - a. Filing procedures
 - b. Drug and prescription records
- 6. Culture and diversity in the healthcare setting

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

:
