

# MEDA 143 : Administrative Medical Assisting I

**Credits:** 2

**Class Hours:** 2 lecture

**Prerequisites:** Admission into the Medical Assisting program.

**Corequisite Courses:**

MEDA 143L

**Description:** This course introduces basic concepts of administrative medical assisting including client scheduling, medical office financial practices, and medical insurance. Communication and confidentiality in relation to administrative duties will also be discussed.

**Semester Offered:** Fall

**Course Student Learning Outcomes (CSLOs):**

1. Describe the components of professional written documentation and effective telephone communication skills.
2. Describe daily financial practices in the medical office including medical insurance and billing options.
3. Describe standard privacy and confidentiality practices within the medical office.
4. Identify the components of electronic technology used in healthcare communication and delivery.
5. Explain medical appointment scheduling.