

MEDA 143L : Administrative Medical Assisting I Lab

Credits: 1

Class Hours: 3 lab

Prerequisites: Admission into the Medical Assisting program.

Corequisite Courses:

MEDA 143

Description: This course introduces the administrative skills and procedures required to function as a medical assistant. Students will apply administrative medical assisting skills in the lab and clinical setting related to client scheduling, maintaining of client records, communication, and medical insurance.

Semester Offered: Fall

Course Student Learning Outcomes (CSLOs):

1. Produce professional written work products.
2. Demonstrate effective telephone communication skills.
3. Integrate standard confidentiality practices effectively within administrative duties.
4. Demonstrate medical appointment scheduling.