

Montgomery County Community College
HCP/MAS 117
Medical Office Administration
4-4-0

COURSE DESCRIPTION:

This course builds a solid foundation in Medical Office Administrative skills and introduces students to the administrative procedures and business practices commonly performed in the medical office. Emphasis on financial practices, health insurance, reimbursement, therapeutic communication and patient education will help prepare the student for entry level office administration. Course specific competency evaluations must be successfully completed by the student.

REQUISITE(S):Previous Courses

ESL 011 ESL Basic Writing or ENG 011 Basic Writing or ENG 010A Basic Writing
REA 011 Fundamentals of College Reading or ESL/ REA 017 Vocabulary & Reading
Comprehension Development II

Previous or Concurrent Courses

HCP 224 Medical Terminology
HCP 100 Medical Office Technologies and the EHR
HCP 114 Medical Law and Ethics

LEARNING OUTCOMES Upon successful completion of this course, the student will be able to:	LEARNING ACTIVITIES	EVALUATION METHODS
1. Demonstrate entry level competence in all the identified competencies.	Lecture Laboratory Case Studies Multimedia Demonstrations Oral Report Small Group Projects Written Assignment Research Resources Competency Demonstration	Competency Demonstrations

