

# SYLLABUS 2016-17

## Northern Penobscot Tech Region III

### Health Science Careers:

**Career Pathway: Medical Administrative Specialist**

**Instructor: Heidi Hale, CMAS, CAHI**

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### Meeting Dates and Times

The Medical Administrative Services course meets on alternate days from 8:00 AM to 2:00 PM, Monday through Friday during the school calendar year.

### Course Description

This two-year program at Region III offers an opportunity to learn the entry-level skills required to obtain a job in a medical office or clinic as a Medical Administrative Specialist. This program focuses on teaching students a wide variety of skills including medical terminology, anatomy and physiology, health information management, medical coding and billing, office financial management, communications, personnel management and quality assurance.

The program curriculum has been approved by the American Medical Technologists, a national certifying professional organization, and participants of this class become student members of the AMT upon enrollment at Region III. First year studies focus on learning the skills to become a medical secretary and become part of a team of health information management professionals in a medical office or various hospital departments.

The second year of the program will concentrate on coding, billing and how medical offices and hospitals are reimbursed by insurance carriers and patients. Nationally recognized certifications are available for many career path skills taught in the MAS program.

We train our students with the newest technology available to assist the medical administrative professional in performing tasks associated with running a medical office, to stay up-to-date with the latest health care laws, trends, and requirements. Students also learn basic office clinical skills such as taking vital signs, and usually receive certifications in First Aid and CPR.



Students seeking the American Medical Technologist's CMAS certification work in a 160-hour externship at a local medical facility, clinic or physician office. Students may also receive advance college credit hours for successful completion of this course during high school through established agreements between Region III and many of the Maine technical college systems.

### Intended Learning Outcomes

Students will be able to:

- recognize and identify medical terminology word parts (prefix, suffix, root words and combining forms)
- recognize and identify the anatomy, physiology and disease processes of the human body
- utilize knowledge to create, transcribe, edit and manage both paper and electronic medical records in accordance with HIPAA regulations.

- utilize medical knowledge to code diagnoses and procedures for billing to insurance carriers
- manage accounts receivable, accounts payable and payroll for the medical facility
- properly bill insurance carriers and third-party payers for medical services using both paper and computerized medical billing systems
- manage office/facility inventory control and purchasing
- schedule internal and external appointments for patients and medical providers
- effectively manage human resources and personnel in accordance with labor relations State and Federal laws.
- assist provider or medical assisting staff with taking and recording of patient vital signs

**Potential Certificates/Licensing Opportunities:**

1. C.P.R. and First Aid (Healthcare provider level - American Heart Association)
2. Certificate in Medical Office Technology - 1-year curriculum (if desired)
3. Certified Medical Administrative Specialist (CMAS) - American Medical Technologists 2-year curriculum (600 classroom hour & 160-hour internship) and **minimum grading requirements apply.**

**Potential Dual Enrollment/Articulation Opportunities:**

1. Central Maine Community College (dual enrollment) Spring semester enrollment  
3 cr – MET111 Medical Terminology
2. Southern Maine Community College (articulation)  
3 cr – MDAS-100 Medical Terminology
3. Northern Maine Community College (dual enrollment option)  
3 cr – SES220 Medical Terminology
4. Eastern Maine Community College (dual enrollment option) Fall semester enrollment  
3 cr – BMT113 – Medical Terminology 1

2016-17 Updated agreements pending with

1. Beal College, Bangor, Maine  
3 cr - ZO101 Medical Terminology  
3 cr - MO210 Medical Office Procedures  
3 cr - MO202 Medical Insurance, Billing and Coding

**Materials**

Students are required to supply their own pens, pencils, notebooks and notepaper. In addition, a good supply of 3 x 5 recipe cards are recommended for creating flashcards for vocabulary study. A large 3-ring binder is required for organizing handouts and study materials. An organizational planner is also helpful to write down assignments & due dates.

**TEXTBOOKS & SOFTWARE PROGRAMS** (supplied by the school)

*Medical Terminology for Health Professions (7th Edition)* - Cengage Publishing  
ISBN 978-1-111-54327-3

*Comprehensive Medical Assisting (5th Edition)* - Delmar/Tompson ISBN 978-1-1336-0283-5

*Medical Office Simulation Software (MOSS) Medical Practice Management program*

*Introduction to Medical Office Transcription (3rd Edition)* McGraw-Hill ISBN 0-07-319545-6

*Medical Transcription - Fundamentals and Practice (3rd Edition)* - PMI Publishing ISBN 0-13-188141-8  
*Billing & Coding Clear & Simple – A Medical Insurance Worktext* – F.A. Davis Company  
ISBN 978-0-8036-1718-6

*Current Procedural Terminology & HCPCS* - American Medical Association  
*International Classification of Diseases* - ICD-9-CM and ICD-10-CM

**Student Expectations**

Students are expected to be diligent in their studies and engaged in the duties and tasks assigned during both classroom and clinic setting hours as is required of all medical administrative professionals. Homework must be completed and passed in on time to be considered for grading. Students are additionally expected to behave in a mature and professional manner both in and out of school settings to be considered for internships and/or employment recommendations.

**Policies**

Grading is based upon homework assignments, quizzes and testing scores, in addition to quarterly evaluations of professional attributes.

The attendance policy for this program requires that attendance at class and at internship work sites is mandatory to accumulate the required hours for national certification eligibility. Any "leaves of absence" from class must be approved in advance by the instructor(s) and school administrators. Attendance policies from the student's "sending schools" are also strictly enforced as well.

**Plagiarism and cheating will not be tolerated**, and may be cause for dismissal from the program. This includes submitting unauthentic or non-independent work.

**Course Content**

<b>First Year Curriculum</b>	<b>Second Year Curriculum</b>
medical terminology	advanced medical transcription elective
anatomy, physiology & disease processes pharmacology for HIM	processes medical coding, billing & medical insurance structures
medical & communications transcription	medical office procedures & computer systems
medical records management	business accounting for the medical office
introduction to medical coding	facilities & human resources management