

**MAYLAND COMMUNITY COLLEGE**  
Welcomes You To:

**MED 230-10**  
**Administrative Office Procedures III**  
**Spring 2006**

**Course Description**

This continues the studies of medical office administrative procedures. Topics include personnel management, HIPPA, OSHA, employee benefits, office management and medical marketing. Upon completion, students should be able to perform basic managerial skills within the medical environment.

**Prerequisites:** Admission to Medical Assisting Program

**Corequisites:** None

Instructor: Dolly R. Horton, CMA, BS, M.Ed.  
Office Location: Room 217  
Telephone Number: 765-7351 ext. 330  
E-mail Address: dhorton@mayland.edu  
Office Hours: Posted outside office

**Course Information**

This class meets Monday, Wednesday, and Friday in room P204, 1-1:50 pm  
Required Text(s): Andress, A. (2003) Textbook of medical office management  
2<sup>nd</sup> ed. W.B. Saunders Publishing:Pennsylvania

Course Objectives/Competencies:

1. Given an assigned chapter of text, the students will read, discuss, and as assigned complete written assignments.
2. Given adequate classroom time, students will participate in verbal communication exercises
3. Given adequate computer room time, students will complete compliance and policy /procedures manual projects
4. Given outside reading assignments, students will be introduced to employee payroll procedures.

**Attendance Policy/Tardiness/Make-Up Work:**

See Medical Assisting Student Handbook.

**Grading Criteria/Tests/Projects:**

A = 92-100	Tests	75%
B = 83-91	Projects	<u>25%</u>
C = 74-82	total	100%
D = 65-73		
F = 64 and below		

### Inclement Weather Procedures:

Please check with local radio, television or call the college for information concerning delays or cancellation of classes due to weather conditions.

2 hour delay                      Class meets at 1:45 – 2:25

#### Withdrawal Dates for Spring 2006

End of unconditional withdrawal	February 13
End of conditional withdrawal	March 27

The following ADA statement: Any student requesting special accommodations for this course due to a disability should apply for services through the SOAR Office or the Counseling Center, which will document the disability. A counselor will then help determine which accommodations, if any, the student needs for success in this course.

### **Course Outline/Weekly Topics ADMINISTRATIVE OFFICE PROCEDURES II MED 131-10**

#### January

9        Syllabus & Outline  
          Chapter 2  
11       Chapter 2  
13       Chapter 2  
**16       No Class (Martin Luther King)**  
18       Chapter 2 Exercise  
20       Chapter 3  
23       Chapter 3  
25       Chapter 3 Exercise  
**27       Test Chapters 1-2**  
30       Segments of Chapter 4 and Chapter 5

#### February

1        Chapter 6  
3        Chapter 6  
6        Chapter 6  
8        Activity  
**10       Test Chapters 4-5 segments, Chapter 6**  
13       Chapter 10  
15       Chapter 10  
17       Chapter 10 Exercise  
20       Chapter 10 Exercise  
22       Chapter 11  
24       Chapter 11  
27       Chapter 11

#### March

1        Chapter 11  
**3        Test Chapter 11**

**6-10 SPRING BREAK...**

13 Chapter 11 Exercise

15 Chapter 11 Exercise

17 Chapter 11 Exercise

20 Chapter 12

22 Chapter 12

24 Chapter 12

27 Chapter 12

29 Chapter 12

**31 Test Chapter 12**

April

3 Chapter 12 Exercise

5 Chapter 12 Exercise

7 Chapter 12 Exercise

10 Chapter 14

12 Chapter 14

**14 No Class (Easter)**

17 Chapter 14

19 Chapter 14

21 Chapter 14 Exercise

24 Chapter 14 Exercise

**26 Test Chapter 14**

28 Chapter 15

May

1 Chapter 15

3 Chapter 15 Exercise

5 Chapter 15 Exercise

**8 Test Chapter 15**