

A.S. IN MEDA: MEDICAL ASSISTING, ADMINISTRATIVE OPTION, OCCUPATIONAL

College Learning Outcomes Matrix: Rate each course from 1 to 5 with 5 being the most important.

MEDA COURSE	Year of SLO Assessment	Written, Oral and Visual Communication	Scientific and Quantitative Reasoning	Critical Thinking	Problem Solving	Information Literacy	GE	Degree
MEDA 160 Introduction to Medical Assisting Careers	July 2012	5	1	3	2	3		x
MEDA 161 Administrative Medical Office Procedures	July 2012	5	1	4	3	4		x
MEDA 162 Medical Financial Procedures	July 2012	5	2	4	3	3		x
MEDA 163 Medical Office Computers - MediSoft	July 2012	5	2	4	3	3		x
MEDA 163L Medical Office Computers - MediSoft Laboratory	July 2012	5	2	4	3	3		x
MEDA 164 The Electronic Health Record	July 2012	5	2	4	3	3		x
MEDA 164L The Electronic Health Record Laboratory	July 2012	5	2	4	3	3		x
MEDA 165 Medical Terminology I	July 2012	5	1	2	1	3		x
MEDA 166 Medical Terminology II	July 2012	5	1	2	1	3		x
MEDA 174L-A Clinical Externship	July 2012	5	5	5	5	5		x

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GENERAL EDUCATION SLO's:

WHAT ASSIGNMENTS DO YOU GIVE THAT ASSESS THESE G.E. SLO's?

MEDA COURSE	Written, Oral and Visual Communication	Scientific and Quantitative Reasoning	Critical Thinking	Problem Solving	Information Literacy
MEDA 160 Introduction to Medical Assisting Careers	Role play in assigned case scenarios	Patient case studies	Critical thinking exercises related with specific topics Critical thinking questions at tests	Writing quizzes and tests	Compare and contrast Information sources
MEDA 161 Administrative Medical Office Procedures	Role play in assigned case scenarios Debate of selected ethical and legal topics in the health field	Patient case studies and role play	Critical thinking assigned exercises Critical thinking questions at tests	Writing quizzes and tests	Compare and contrast Information sources
MEDA 162 Medical Financial Procedures	Final examination		Individual skills demonstration	Exams Student Papers	Compare and contrast Information sources
MEDA 163 Medical Office Computers - MediSoft	Exams Student Papers			Exams Student Papers	Compare and contrast Information sources
MEDA 163L Medical Office Computers - MediSoft Laboratory	Exams Student Papers		Individual skills demonstration	Exams Student Papers	Compare and contrast Information sources
MEDA 164 The Electronic Health Record	Exams and quizzes Student papers			Exams and quizzes Student papers	Compare and contrast Information sources
MEDA 164L The Electronic Health Record Laboratory	Exams and quizzes Student papers		Individual skills demonstration	Exams Student Papers	Compare and contrast Information sources
MEDA 165 Medical Terminology I	Chapter Exams Final Exam		Anatomy and Physiology Workbook	Spelling quizzes Chapter Exams Final Exam	
MEDA 166 Medical Terminology II	Chapter Exams Final Exam		Anatomy and Physiology Workbook	Spelling quizzes Chapter Exams Final Exam	

MEDA 174L-A Clinical Externship	Patient education Patient interaction Weekly journals of activities performed in the medical office	Review of case studies	Critique of skills at the clinical facility	Writing test Case Studies Patient assignment	Research evidence based information utilizing online library or other peer reviewed resources
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List of Courses

☐ MEDA 160	Introduction to Medical Assisting Careers
☐ MEDA 161	Administrative Medical Office Procedures
☐ MEDA 162	Medical Financial Procedures
☐ MEDA 163	Medical Office Computers - MediSoft
☐ MEDA 163L	Medical Office Computers - MediSoft Laboratory
☐ MEDA 164	The Electronic Health Record
☐ MEDA 164L	The Electronic Health Record Laboratory
☐ MEDA 165	Medical Terminology I
☐ MEDA 166	Medical Terminology II
☐ MEDA 174L-A	Clinical Externship
☐ BOS 120*	Computer Keyboarding
☐ CIS 101	Introduction to Personal Computers and Operating Systems

*40 wpm proficiency required. Proof of proficiency must be submitted to the Admissions and Records Office for graduation.

SLO's

1. Perform in the role of an entry level administrative medical assistant in a medical office or clinic setting.
2. Implement skills required for front office management of a medical office or clinic.
3. Demonstrate professionalism in communication with health team members and patients.
4. Demonstrate knowledge, skills and abilities required for safe and confidential care of patients in a medical office or clinic setting.

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THESE DEGREE OUTCOMES EQUAL WHICH COURSE OUTCOMES FOR THESE COURSES?

MEDA COURSE	Perform in the role of an entry level administrative medical assistant in a medical office or clinic setting	Implement skills required for front office management of a medical office or clinic	Demonstrate professionalism in communication with health team members and patients	Demonstrate knowledge, skills and abilities required for safe and confidential care of patients in a medical office or clinic setting
MEDA 160 Introduction to Medical Assisting Careers	Describe the roles, responsibilities of the medical assistant as a member of the health care team	Explain common safety practices used in the work environment	Identify skills required for the medical assisting role: communication, computer literacy and information and critical thinking	Explain legal and ethical considerations used in the delivery of patient care
MEDA 161 Administrative Medical Office Procedures	Define the role of the administrative medical assistant	Identify and discuss effective administrative skills as they relate to appointment scheduling, filing and record management	Explain appropriate communication techniques, verbal and non-verbal, in the medical office	Recognize basic terminology as they relate to professionalism, confidentiality and pertinent legal and ethical issues.
MEDA 162 Medical Financial Procedures	Demonstrate processing of a medical health care claim following requirements of private, public and government funded health care systems	Develop billing statements utilizing CPT and ICD-10 coding procedures.		Define basic accounting, banking, and financial management terminology used in the medical office.
MEDA 163 Medical Office Computers - MediSoft	Discuss the common applications of computer systems in the medical office	Explain the basic operations of MediSoft software program		
MEDA 163L Medical Office Computers - MediSoft Laboratory	Demonstrate the basic operations of the MediSoft program (i.e. start program, back-up/restore data, navigate through menus and toolbars, manage data, exit system).	Apply concepts and principles of program functions to accurately enter charges and patient payments.		
MEDA 164 The Electronic Health Record	Describe how to utilize the EHR software to perform medical office administrative and clinical functions	Describe the basic components of the EHR software		

MEDA 164L The Electronic Health Record Laboratory	Perform the basic functions of the EHR software	Construct new patient health records given situational data. Edit patient health records.		
MEDA 165 Medical Terminology I	Identify and define the basic word parts that are used to construct medical terms including roots, suffixes, prefixes, and combining word forms.	Examine, define and translate medical words Accurately construct medical words when given the definition	Pronounce and spell medical terms accurately	
MEDA 166 Medical Terminology II	Identify and define the basic word parts that are used to construct medical terms including roots, suffixes, prefixes, and combining word forms.	Examine, define and translate medical words Accurately construct medical words when given the definition	Pronounce and spell medical terms accurately	
MEDA 174L-A Clinical Externship	Demonstrate professionalism in communication with patients and members of the health care team.	Perform in the role of an administrative and clinical medical assistant in a medical office or clinic setting	Demonstrate interactions with patients that reflect respect for cultural diversity and individual needs.	Apply applicable laws, regulations, patient confidentiality and safety standards in the care of patients in a medical office or clinic setting

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IN WHICH COURSES ARE THESE DEGREE SLOS ASSESSED? Use "I" for Intro, "P" for Practice and "M" for Mastery

MEDA COURSE	Perform in the role of an entry level administrative medical assistant in a medical office or clinic setting	Implement skills required for front office management of a medical office or clinic	Demonstrate professionalism in communication with health team members and patients	Demonstrate knowledge, skills and abilities required for safe and confidential care of patients in a medical office or clinic setting
MEDA 160 Introduction to Medical Assisting Careers	I	I	I	I
MEDA 161 Administrative Medical Office Procedures	M	P	P	P
MEDA 162 Medical Financial Procedures	M	P	P	I
MEDA 163 Medical Office Computers - MediSoft	M	P	P	I
MEDA 163L Medical Office Computers - MediSoft Laboratory	M	P	P	I
MEDA 164 The Electronic Health Record	M	P	P	P
MEDA 164L The Electronic Health Record Laboratory	M	P	P	P
MEDA 165 Medical Terminology I	M	P	P	I
MEDA 166 Medical Terminology II	M	P	P	I
MEDA 174L-A Clinical Externship	M	M	M	M

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DEGREE SLO's:

WHAT ASSIGNMENTS DO YOU GIVE IN THESE CLASSES THAT ASSESS THE FOLLOWING DEGREE SLO's?

MEDA COURSE	Perform in the role of an entry level administrative medical assistant in a medical office or clinic setting	Implement skills required for front office management of a medical office or clinic	Demonstrate professionalism in communication with health team members and patients	Demonstrate knowledge, skills and abilities required for safe and confidential care of patients in a medical office or clinic setting
MEDA 160 Introduction to Medical Assisting Careers	Quizzes, midterm and final examination	Case scenarios and critical thinking activities	Quizzes, midterm and final examination Role play activities	Quizzes, midterm and final examination HIPAA assignment
MEDA 161 Administrative Medical Office Procedures	Quizzes, midterm and final examination	Workbook activities Case scenarios and critical thinking activities	Quizzes, midterm and final examination Role play activities	Quizzes, midterm and final examination Charting guidelines assignment
MEDA 162 Medical Financial Procedures	Midterm and final examination	Workbook activities Case scenarios and critical thinking activities	Midterm and final examination Role play activities	
MEDA 163 Medical Office Computers - MediSoft	Exams and student papers	Exams and student papers	Student papers	
MEDA 163L Medical Office Computers - MediSoft Laboratory	Exams and student papers	Exams and student papers Individual skills demonstration	Student papers	
MEDA 164 The Electronic Health Record	Exams and student papers	Exams and student papers	Student papers	
MEDA 164L The Electronic Health Record Laboratory	Exams and student papers	Exams and student papers Individual skills demonstration	Student papers	
MEDA 165 Medical Terminology I	Chapter Exams Final Exam	Spelling quizzes Anatomy and Physiology Workbook	Chapter Exams Spelling quizzes	Chapter Exams Spelling quizzes Final Exam
MEDA 166 Medical Terminology II	Chapter Exams Final Exam	Spelling quizzes Anatomy and Physiology Workbook	Chapter Exams Spelling quizzes	Chapter Exams Spelling quizzes Final Exam
MEDA 174L-A Clinical Externship	Module post test evaluation Externship assignment	Module reading Externship assignment	Module reading Externship assignment	Module reading Externship assignment

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MEDA_160	Introduction to Medical Assisting Careers	NEW COURSE
Expected Outcomes for Student:		
1. Describe the roles, responsibilities of the medical assistant as a member of the health care team. 2. Discuss various health care delivery systems including basic concepts of health care reform, health care sites and services, financing agencies and innovations. 3. Identify skills required for the medical assisting role: communication, computer literacy and information and critical thinking. 4. Identify physical, mental and emotional demands of the medical assistant role. 5. Identify the qualities that characterize a medical assistant 6. Explain common safety practices used in the work environment 7. Explain legal and ethical considerations used in the delivery of patient care 8. Identify cultural factors that have an impact on patient care		

MEDA_161	Administrative Medical Office Procedures	NEW COURSE
Expected Outcomes for Student:		
1. Define the role of the administrative medical assistant. 2. Recognize basic terminology as they relate to professionalism, confidentiality and pertinent legal and ethical issues. 3. Explain appropriate communication techniques, verbal and non verbal, in the medical office. 4. Identify and discuss effective administrative skills as they relate to appointment scheduling, filing and record management 5. Discuss the primary principles of office management such as productivity standards, staff meetings, workplace safety and conflict resolution. 6. Recognize basic computer skills used to perform medical assisting duties at the front office.		

MEDA_162	Medical Office Financial Procedures	NEW COURSE
Expected Outcomes for Student:		
1. Compare and contrast private and public health care financial systems. 2. Define basic accounting, banking, and financial management terminology used in the medical office. 3. Describe the types of billing methods utilized in a medical office. 4. Discuss laws pertaining to financial billing and medical office financial management. 5. Demonstrate processing of a medical health care claim following requirements of private, public and government funded health care systems. 6. Develop billing statements utilizing CPT and ICD-10 coding procedures. 7. Define key components of governmental health insurance systems.		

MEDA_163	Medical Office Computers: MediSoft	NEW COURSE
Expected Outcomes for Student:		
1. Discuss the common applications of computer systems in the medical office. 2. Explain the basic operations of MediSoft software program. 3. Describe process for utilizing data to manage patient's financial records. 4. Identify informational resources (print and/or electronic) for additional information about the program and its functions.		

MEDA_163L	Medical Office Computers - Medisoft Laboratory	NEW COURSE
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Expected Outcomes for Student:		
1. Demonstrate the basic operations of the MediSoft program (i.e. start program, back-up/restore data, navigate through menus and toolbars, manage data, exit system). 2. Create new patient records from presented data. 3. Apply concepts and principles of program functions to accurately enter charges and patient payments. 4. Extract information from the data base to manage account information. 5. Create and print patient financial statements. 6. Analyze insurance company documents and apply third party payments. 7. Schedule patient appointments and print related reports.		

MEDA_164	The Electronic Health Record	NEW COURSE
Expected Outcomes for Student:		
1) Discuss the use of the electronic health record in patient care. 2) Identify the types and uses of data bases available in the electronic health record 3) Describe the basic components of the EHR software 4) Discuss the steps to entering patient care data in the EHR software 5) Describe how to utilize the EHR software to perform medical office administrative and clinical functions 6) Identify informational resources (print and/or electronic) for additional information about the program and its functions.		

MEDA_164L	The Electronic Health Record Lab	NEW COURSE
Expected Outcomes for Student:		
1) Identify and discuss the various data bases within the software 2) Construct new patient health records given situational data. 3) Edit patient health records. 4) Perform the basic functions of the EHR software 5) Demonstrate the process to enter patient care data 6) Demonstrate the process to perform medical office administrative functions 7) Analyze documents to determine appropriate information to enter into the health record.		

MEDA_165	Medical Terminology I	NEW COURSE
Expected Outcomes for Student:		
1. Identify and define the basic word parts that are used to construct medical terms including roots, suffixes, prefixes, and combining word forms. 2. Accurately construct medical words when given the definition. 3. Examine, define and translate medical words. 4. Identify primary organs and discuss their basic functions. 5. Pronounce and spell medical terms accurately. 6. Identify informational resources (print and/or electronic) to assist in medical terminology comprehension.		

MEDA_166	Medical Terminology II	NEW COURSE
Expected Outcomes for Student:		
1. Identify and define the basic word parts that are used to construct medical terms including roots, suffixes, prefixes, and combining word forms. 2. Accurately construct medical words when given the definition. 3. Examine, define and translate medical words. 4. Identify primary organs and discuss their basic functions. 5. Pronounce and spell medical terms accurately. 6. Identify informational resources (print and/or electronic) to assist in medical terminology comprehension.		

MEDA_174L-A	MEDA Externship-Administrative track	NEW COURSE
Expected Outcomes for Student:		
1. Demonstrate professionalism in communication with patients and members of the health care team. 2. Apply applicable laws, regulations, patient confidentiality and safety standards in front office management of a clinical or medical office. 3. Demonstrate interactions with patients that reflect respect for cultural diversity and individual needs. 4. Perform in the role of an administrative medical assistant in a medical office or clinic setting.		