



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Medical Office Procedures
Course Number: MAT101

Required Materials

Textbook(s): Bonewit-West, K., Hunt, S., & Applegate, E. (2020). *Today's medical assistant: Clinical & administrative procedures* (4th ed.). Saunders.

Required Readings: See below.

Additional Materials: Medical Office Procedures Policy & Procedure Manual, Belmont Payroll Packet, and Neehr Perfect Assess Code. All can be purchased in the college bookstore.

Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

| Week | Chapter/Topic/Lab |
|--------|---|
| Week 1 | Syllabus, Belmont Packets; Chapter 1 The Healthcare System; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 2 The Professional Medical Assistant; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 38 The Medical Record; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 41 Telephone Techniques; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 43 Medical Record Management, and PPTs. (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) |
| Week 2 | Inputting patients in the system; HIPAA assignment; Chapter 39 Patient Reception; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) Chapter 42 Scheduling Appointments. (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) |
| Week 3 | Finish uploading pts in Neehr Perfect; Matrixing Project; Chapter 44 Written Communications and Mail. (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) |
| Week 4 | Chapter 45 Managing Practice Finances; (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) |

| Week | Chapter/Topic/Lab |
|--------|--|
| | In-patient scheduling. |
| Week 5 | Review Disbursement Journal Project PPT; Chapter 48 Billing and Collections. (<i>Today's Medical Assistant: Clinical & Administrative Procedures</i>) |
| Week 6 | Memorandum Competency; Working on the Journal Project. |
| Week 7 | Working as necessary on projects. |
| Week 8 | All required projects are finished and turned in. |