



STARK STATE COLLEGE

GENERAL SYLLABUS

Course Information

Course Name: Medical Office Management
Course Number: MAT204

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 Management Competency Manual/Supplemental Packet- to be purchased from 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 review; Components of the P&P manual; Chapter 2 The Professional Medical Assistant; Chapter 3 Ethics and Law for Medical Office; Chapter 4 Interacting With Patients terminology; Chapter 49 The Medical Assistant as Office Manager. |
| Week 2 | Safety Signs, Symbols, and Labels Project; Chapter 4 Interacting With Patients; PPT Communication and role of the office manager. |
| Week 3 | Patient diversity project; PPT Risk management, Infection control, Quality improvements and Exposure control plans. |
| Week 4 | Patient Navigator Project; Continue working on the P&P manual. |
| Week 5 | Benefits Project. |
| Week 6 | Administrative Inventory Project. |
| Week 7 | P & P Manual DUE; Apply for Graduation in class. |
| Week 8 | Provide resources for AAMA(CMA) exam; Discuss/answer any questions about Practicum. |

| Week | Chapter/Topic/Lab |
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