

# MA 121 : ADMINISTRATIVE MEDICAL ASSISTING

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## Transcript title

Admin Med Assist

## Credits

5

## Grading mode

Standard letter grades

## Total contact hours

80

## Lecture hours

20

## Other hours

60

## Prerequisites

MA 110 and MA 111.

## Corequisites

MA 120.

## Course Description

Second of two courses that cover key competencies related to office practices and administrative responsibilities of the medical assistant as identified by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Medical Assisting Educational Review Board (MAERB). Includes concepts related to coding, billing, accounting, insurance, electronic medical records, practice management systems, office management and administrative communication.

## Course learning outcomes

1. Utilize electronic health records and practice management systems to manage records and office workflow, compile data, perform billing procedures, and facilitate communication with third party payers, providers, and patients.
2. Demonstrate accounting and collection procedures, application of third party guidelines, and basic filing and indexing rules.
3. Utilize diagnostic and procedural coding.