

CCP PROGRAMS

WCE CCP - MEDICAL ADMINISTRATIVE ASSISTANT

1. The student will be able to identify the major components of the medical administrative system, including the role of the medical administrative assistant, the medical office manager, and the medical records department.

2. The student will be able to describe the various types of medical offices and the services they provide.

3. The student will be able to explain the importance of medical records and the role of the medical records department in the medical office.

4. The student will be able to identify the various types of medical equipment and supplies used in the medical office.

5. The student will be able to describe the various types of medical procedures and the role of the medical administrative assistant in the medical office.

6. The student will be able to explain the importance of medical ethics and the role of the medical administrative assistant in the medical office.

7. The student will be able to identify the various types of medical insurance and the role of the medical administrative assistant in the medical office.

8. The student will be able to describe the various types of medical billing and the role of the medical administrative assistant in the medical office.

9. The student will be able to explain the importance of medical law and the role of the medical administrative assistant in the medical office.

10. The student will be able to identify the various types of medical contracts and the role of the medical administrative assistant in the medical office.

11. The student will be able to describe the various types of medical malpractice and the role of the medical administrative assistant in the medical office.

12. The student will be able to explain the importance of medical quality control and the role of the medical administrative assistant in the medical office.

13. The student will be able to identify the various types of medical accreditation and the role of the medical administrative assistant in the medical office.

Workforce Continuing Education Career & College Promise (WCE CCP)

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Continuing Education Units	EH?
Total Hours	EH?

Jason Levister, WCE CCP Programs Director

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