

Hagerstown Community College
OFFICIAL COURSE SYLLABUS DOCUMENT

COURSE: MAP 105 – Medical Office Management

4 Credits

INSTRUCTOR:

SEMESTER/YEAR:

COURSE DESCRIPTION: This course is designed to provide the student with the fundamentals of administrative medical assisting. Topics include fiscal and administrative management of the medical office, electronic and written communications, medical insurance, billing and reimbursement including the life cycle of an insurance claim, and fundamentals of health information management. Students will utilize medical practice management software to simulate the actual medical office environment. Course fee required. Total of 60 academic hours of lecture. Students must receive a grade of “C” or better in all required MAP and PLB courses prior to registering for this course.

TEXTBOOK: Medical Assisting Administrative Procedures, Booth et al, McGraw Hill. Health Insurance Today, Beik, Saunders/Elsevier.

STUDENT LEARNING OUTCOMES:

1. Identify and justify the importance of respecting cultural, religious, and age related values and beliefs.
2. Demonstrate basic knowledge of fiscal and administrative management of the medical office including health information management and computer applications.
3. Demonstrate ability to utilize appropriate oral, written, and electronic communication skills with appropriate medical language for patient care, documentation, and education.
4. Demonstrate the ability to manage administrative requirements of the physician practice including patient scheduling, health information management, patient education and fiscal management.
5. Demonstrate knowledge of legal and regulatory guidelines for maintaining patient confidentiality and for accurate and correct coding and billing of patient encounters.

Total Hours of Coursework:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit. This 4 credit course achieves the minimum of 150.0 hours of total time by requiring 50.0 hours of instructional time and 100 hours of student work outside of instructional time.

ACCOUNTING FOR CREDIT HOUR REQUIREMENT

Assignment/Assessment	Clock Hours
Reading, homework, project	67.5 hours
Studying for regular exams/quizzes	67.5 hours
Final Assessment (Common Final Exam)	15 hours
Total out of class time	150.0 hours