

For

Medical Assistant Program

- Perform the medical office reception duties of patient reception, telephone reception, scheduling appointments and interviewing and instructing patients.
- Perform medical secretary duties of accurately producing documents, processing mail, maintaining office equipment and supplies.
- Securely maintain patient information for rapid access when needed.
- Accurately maintain medical office financial and banking records.
- Perform the billing and collection activities of a medical office.
- Perform clinical office responsibilities of taking vital signs and electrocardiograms, preparing patients for examinations and surgery, drawing blood, checking vision and performing basic laboratory tests.
- Accurately taking a medical history.
- Clean and sterilize instruments and equipment.
- Maintain examination rooms and medical supplies.
- Demonstrate a knowledge of medicolegal aspects of health care.
- Present a professional image.
- Compose and edit business letters and memoranda using proper grammar, spelling, and English composition skills at the college sophomore level.
- Use appropriate interpersonal skills with sensitivity to ethnic and cultural differences as they relate to various situations: dealing with customers, working as a team, managing conflicts, or handling telephone communications.

- Apply fractions, decimals, percentages, and simple equations to the solution of business problems in the areas of discounts, payroll, commissions, markup, simple and compound interest, and depreciation; and medical office problems such as health statistics and medication dosages.

For
Medical Office Specialist

- Perform the medical office reception duties of patient reception, telephone reception, scheduling appointments and interviewing and instructing patients.
- Perform medical secretary duties of accurately producing documents, processing mail, maintaining office equipment and supplies.
- Securely maintain patient information for rapid access when needed.
- Maintain accurate and complete medical records and other patient information and health statistics.
- Demonstrate the medical knowledge and skill to use references to accurately transcribe the most common types of medical reports.
- Perform the billing and collection activities of a medical office.
- Accurately maintain medical office financial and banking records.
- Demonstrate a knowledge of medicolegal aspects of health care.
- Present a professional image.
- Compose and edit business letters and memoranda using proper grammar, spelling, and English composition skills at the college sophomore level.

- Use appropriate interpersonal skills with sensitivity to ethnic and cultural differences as they relate to various situations: dealing with customers, working as a team, managing conflicts, or handling telephone communications.
- Apply fractions, decimals, percentages, and simple equations to the solution of business problems in the areas of discounts, payroll, commissions, markup, simple and compound interest, and depreciation; and medical office problems such as health statistics and medication dosages.

For
Medical Receptionist

- Demonstrate the ability to perform medical office reception duties of patient reception, telephone reception, scheduling, appointments and preparing and maintaining patient records, and interviewing and instructing patients.
- Demonstrate a knowledge of medical terminology including prefixes, suffixes, combining forms, root words, plurals, abbreviations and eponyms.
- Demonstrate the ability to produce basic documents using word processing skills.
- Demonstrate a knowledge of the medicolegal aspects of health care.
- Identify appropriate attire and grooming for a medical office.
- Produce business letters and memoranda using proper grammar, spelling, word usage, and sentence structure.
- Use appropriate interpersonal skills with sensitivity to ethnic and cultural differences in dealing with health care workers, working as a team, managing conflicts or handling telephone communications.

- Apply fractions, decimals, percentages, and simple equations to the solution of health care statistics.

For

Medical Record Assistant

- Demonstrate the knowledge of the organization and content of medical records.
- Demonstrate the knowledge of the standards related to patient record documentation.
- Properly assemble, analyze and abstract a medical record.
- Securely maintain patient information in a manner to allow for rapid access when needed.
- Demonstrate a knowledge of medicolegal aspects of health care, specifically the release of patient information.
- Present a professional image.
- Compute basic medical office forms using proper grammar, spelling and word usage.
- Use appropriate interpersonal skills with sensitivity to ethnic and cultural differences in dealing with patients, health care workers, handling telephone communications and working as a team member.
- Apply fractions, decimals, percentages, and simple equations to the solution of medical dosage problems.

For

Medical Transcriptionist

- Demonstrate a general knowledge of the various kind of word processing, dictation, and transcription equipment.
- Demonstrate the medical knowledge and skill to use references to accurately transcribe the most common types of medical reports.
- Demonstrate a knowledge of the health care record and an understanding of the medicolegal aspects of medical record transcription practices.
- Demonstrate a knowledge of medical transcription procedures.
- Present a professional image.
- Edit business and medical documents using proper grammar, spelling, word usage, and sentence structure.
- Use appropriate interpersonal skills with sensitivity to ethnic and cultural differences in dealing with health care workers, handling telephone communications and working as a team member.
- Apply fractions, decimals, percentages, and simple equations to the solution of health care statistics and medication dosage problems.