

**Eastern WV Community & Technical College
Master Course Record**

Course Prefix and Number: BOS 142
Course Title: Medical Administrative Procedures
Recommended Transcript Title: Medical Administrative Procedures
Date Approved/Revised: 11/3/06; 2/18/16; 11/6/17
Credit Hours: 3 Contact hours per week (Based on 15 week term): Lecture: 3 Lab:
Prerequisite: None Corequisite: None Pre/Corequisite: None
Grading Mode: Letter Grade
Catalog Description: This course presents the knowledge and skills needed to work successfully in a medical office. Emphasis is placed upon communications, office administration responsibilities, safety and security, and the various kinds of office equipment found in a medical office.
Course Outcomes: <ol style="list-style-type: none"> 1. Describe the professional career and responsibilities of Administrative Medical Assistant 2. Demonstrate interpersonal communications skills 3. Discuss patients' medical records 4. Demonstrate familiarity with written communications 5. Discuss financial administration 6. Discuss medical office management 7. Discuss employment opportunities in health care system
Implementation Cycle: Spring
Role in College Curriculum: (Check all that apply) <input type="checkbox"/> General Education Core (Specify category) <input type="checkbox"/> Technical Core (Specify Program) <input checked="" type="checkbox"/> Restricted Elective: AAS in AST (Medical Option); CAS in AST <input checked="" type="checkbox"/> General Elective <input type="checkbox"/> Workforce Education <input type="checkbox"/> Other (Please specify)
Course Fee: None
Instructor's Qualifications: Bachelor's degree in business with two years of related work experience in medical field.
Expanded Course Description: This medical office procedures course covers appointment, scheduling, medical records creation.

Form revised 12-12-16

Prepared by: Seyed Mirkhani, Division Chair for Business, Computer and Information
Technology, 2/11/16, 9/28/17

Approved Per LOT Minutes:

Dean of Teaching and Learning

Date

Course Number & Title: BOS 142 – Medical Administrative Procedures
Date Prepared/Revised: 2/11/16; 9/28/17
Date Course Approved by Curriculum Committee: 11/6/17
Date Course Approved by LOT: 2/18/16; 11/20/17