

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

Course Prefix and Number: WFHC 107
Course Title: WFED Medical Administration
Recommended Transcript Title: WFED Medical Administration
Date Approved/Revised: September 21, 2015
Credit Hours: 3 Total Contact Hours : Lecture: 45 Lab:
Prerequisite: (Include any exam or placement scores) Corequisite: Pre/Corequisite:
Grading Mode: Credit / No Credit
Catalog Description: This 45-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks are all positions in great demand. This program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the health care field. <u>Note:</u> This program does not include a national or state certification as part of its overall objectives.
Course Outcomes: 1. Define the medical assisting profession 2. Display interpersonal skills 3. Define medical ethics and law 4. Define medical terminology 5. Define and apply basics of insurance billing and coding 6. Illustrate proper telephone techniques 7. Schedule appointments 8. Manage medical records 9. Manage medical practice finances
Implementation Cycle: FALL
Role in College Curriculum: (Check all that apply) <input type="checkbox"/> General Education Core (Specify category) <input type="checkbox"/> Technical Core (Specify Program) <input type="checkbox"/> Restricted Elective (Specify Program) <input type="checkbox"/> General Elective <input checked="" type="checkbox"/> Workforce Education WF Ed Medical Assistant Technician Career Track, WF Ed Pharmacy Technician Career Track, WF Ed Clinical Medical Assistant Career Track <input type="checkbox"/> Other (Please specify)
Course Fee: Yes
Instructor's Qualifications: BS in Business Administration or related discipline AND/OR expertise and experience in field
Expanded Course Description: Competencies are evaluated via test assessments.

Prepared by:

**M. Shockey
Sherry Watts**

**9/3/15
12/12/16**

Signature, Title

Date

Approved by:

Dean of Teaching and Learning

Date