

COURSE DESCRIPTIONS (Continued)

Medical Office & Records Management –Learn and practice effective interpersonal communication, office and reception management. Recognize and prepare medical records and charts. Describe benefits and challenges of electronic health records systems. Use electronic health record software to add/edit data, run reports, and manage templates.

Microsoft Word - Insert, format, and edit text/pictures in documents; add borders; apply picture styles, headers, footers, and footnotes; apply/edit citations, sources and references using various manuscript styles in research papers; create bibliography lists; insert/format tables, clip art, and symbols; use tabs; set margins; edit hyperlinks; format/ print envelopes and labels. Format/modify/sort lists and tables; create watermarks and multilevel lists; insert/format SmartArt; use data source and mail merge; create directory; format drop cap; insert text box and column breaks; prepare for certification.

Microsoft Excel - Create a worksheet with an embedded chart; apply formulas, functions, and formatting; understand and practice using What-If analysis and charts, and work with worksheets. Use financial functions and data tables; protect/unprotect cells; create, sort, and query a table; work with multiple worksheets and workbooks; prepare for certification exam.

Microsoft PowerPoint - Create, edit, and print presentations, enhance presentations using clip art, pictures, shapes, WordArt, and media.

Professionalism - Refine essential workplace skills including communication; customer service; work habits; stress and time management; leadership; teamwork; resume development and job search.

A STEP AHEAD

MACC CAREER DEVELOPMENT PROGRAMS

Advanced Cosmetology
Cosmetology
Dental Assisting
Industrial Electrical Maintenance
Medical & Legal Office Management
Medical Assisting Technologies
Phlebotomy/EKG
Precision Machining/CNC Technology
State Tested Nurse Aide (STNA)
Welding Technology

In addition to the Career Development programs above MACC offers short-term Career/Personal Enrichment courses that do not fall under the scope of our accreditation, but offer a wide variety of skill and personal interest updates!

The Madison Adult Career Center does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Rob Peterson
Superintendent
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419-589-2600, ext. 1102
Sonja Pluck
Adult Education Director
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419-589-6363, ext. 8629

MACC
MADISON ADULT CAREER CENTER

MEDICAL & LEGAL OFFICE MANAGEMENT

1,000 clock hours

Program Information

2021-22

Instructor

Melissa Satterfield, CCMA,
RPT, CPT, SPT, CST

MACC
MADISON ADULT CAREER CENTER

600 Esley Lane
Mansfield, OH 44905
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MADISONADULTCC.ORG

A STEP AHEAD

PROGRAM INFORMATION

Learn various software applications, medical coding/terminology, legal terminology, customer service and other professional skills vital to various office settings! Prepare for certification in: NHA Certified Medical Administrative Assistant and Certified Billing and Coding Specialist; OPAC certification in Microsoft Word, Excel, and other areas; Customer Service certification; BLS-Healthcare Provider CPR; and First Aid

36 weeks/9 months

CIP code: 51.0710

SOC codes: 43-6013.00, 43-6014.00, 43-6012.00

Additional disclosures located on our website at <https://www.mlsd.net/CareerDevelopmentPrograms.aspx>

SCHEDULE

9/30/21-7/15/22

M, T, W, TH, F

9:30 am – 2:30 pm

40-Hour Externship (schedule varies)

FEES Tuition \$8,500

Fees \$1,986

**Includes uniforms, assessments, books, lab fees, certification fees, and career advising services.*

EXPECTATIONS

- Students must maintain 90% attendance and a 2.0 (C or better) Grade Point Average.
- Professional, respectful behavior in all classroom and externship learning experiences.
- Students will complete a 40-hour externship.
- Scrubs will be required and included in fees.

GRADUATION

Students will be invited to participate in the MACC Graduation Ceremony held nearest to the completion of their program

COURSE DESCRIPTIONS

Basic Life Support/Healthcare Provider CPR -

Teaches single rescuer and team basic life support skills for prehospital and in-facility environments, with a focus on High-Quality CPR and team dynamics. Learn to perform basic life support (adult/child/infant) and AED in a variety of healthcare settings.

Business Communication - Practice punctuation, capitalization, number, and abbreviation style; plurals and possessives; correct word choice, grammar, and document formatting; apply rules correctly; develop proofreading and editing skills to locate and correct errors.

Computer Fundamentals - Learn computer terms, processes, hardware, and software; Windows desktop, Microsoft Office programs and ribbon components; create folders; save and manage files.

HeartSaver® First Aid - Manage illness and injuries within the first few minutes of their occurrence until professional help arrives.

CPT Coding - Learn service and procedure coding for medical practitioners; related coding guidelines by type of service and medical specialty; and the basic principles related to CPT coding. Learn how to classify codes for medical products & services that some patients require for home use (HCPCS Coding).

ICD-10-CM & PCS Coding - Analyze medical information to produce codes that describe a patient's diagnosis or condition. Codify procedures and services that take place in an inpatient setting (hospital).

Introduction to Anatomy & Physiology - Learn the basic structure and function of the human body. Gain understanding of the tissues, organs, diseases and wellness for each body system.

Keyboarding - Develop correct alphabetic and numeric computer keyboard manipulation; input, proofread and edit data correctly.

Math Essentials - Add, subtract, multiply and divide whole numbers, decimals, and fractions; solve for rate, base and percentage; unit costs, purchases, markups, discounts, calculating simple interest and finance charges.

Law and Medical Ethics - Learn legal processes and legislative branches and how they apply to healthcare. Specific issues addressed include: laws concerning the affordability, accessibility and quality of healthcare; patient rights and responsibilities; and healthcare information and privacy. Ethical issues, professional conduct, negligence and end of life matters will also be discussed.

Introduction to Government and Law - Apply the basics of the United States Constitution, the legislative, judicial and executive branches of government to laws. Apply knowledge to medical and ethical law.

Introduction to Legal Office with a Medical Approach - Learn the basics of American law and its legal system, basics of legal research, tort law, code law, case citation, and case review. Become familiar with the law of medical malpractice and litigation. Learn the anatomy of a lawsuit and a malpractice trial.

Medical Insurance/Billing - Learn the health insurance industry basics, legal guidelines and how to accurately process health insurance claims for major insurances, employee group plans, Medicare, Medicaid, TRICARE, CHAMPVA and Worker's Compensation.

Medical Terminology - Learn medical terminology (root words, suffixes and prefixes) and apply to each body system.

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