

# MA 121 : ADMINISTRATIVE MEDICAL ASSISTING

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## Transcript title

Admin Med Assist

## Credits

3

## Grading mode

Standard letter grades

## Total contact hours

40

## Lecture hours

20

## Other hours

20

## Prerequisites

MA 110 and MA 111.

## Corequisites

MA 120.

## Course Description

Second of two courses that cover key competencies related to office practices and administrative responsibilities of the medical assistant as identified by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Medical Assisting Educational Review Board (MAERB). Includes concepts related to coding, billing, accounting, insurance, electronic medical records, practice management systems, office management and administrative communication.

## Course learning outcomes

1. Manage electronic health records and practice management systems to enhance office workflow, maintain accurate medical records, and facilitate communication with third-party payers, providers, and patients.
2. Perform billing procedures, including insurance pre-authorizations and coordination with third-party payers, to ensure accurate reimbursement and compliance with regulations.
3. Demonstrate proficiency in accounting, collection procedures, and financial management, including application of third-party guidelines and adherence to filing and indexing standards.
4. Apply diagnostic and procedural coding to support correct billing, insurance claims, and compliance with industry standards.

## Content outline

1. Written communication
2. Scheduling
3. Telehealth
4. Medical Record and Documentation
5. Insurance and Authorizations/Claims/EOB

6. Coding (ICD-10, CPT, HCPCS)
7. HIPAA
8. Patient Accounts and Upcoding/Downcoding
9. Billing and Third Party Reimbursements
10. Banking Procedures
11. Managing the office

## Required materials

Computer.