



MISSION STATEMENT

"The official mission of BCI is to bring skill based education to all persons wanting a career in allied health care"

MEDICAL OFFICE ADMINISTRATION– (ADVANCE PRACTICE)

Meeting Time: Monday through Friday 9:00am - 3:00pm

Instructors: TBA

Office Address: 422 Main St, Malden Ma 02148

320 Washington St, Brookline Ma 02445

Office Phone: (781)333-3522; (617)383-6058

E-mail: [TBA](#)

Office Hours: By appointment

Admissions Requirement: High School Diploma or Equivalent

I. Course Description

The Medical Office Administration program provides an introduction to theory in medical office administration, foundation and hands-on learning in a clinical setting as well as a medical administrative internship. These skills consist of medical office scheduling, billing and coding, medical terminology as well as a wide range of Non-Invasive clinical skills such as EKG, Vital Signs, Infection control, Sterilization and more.

II. Course Goals and Objectives

The goals of this model curriculum are to:

1. Comply with the regulations established by the State of Massachusetts.
2. Achieve competencies that satisfy industry needs.
3. Promote lifelong learning skills.

III. Class expectation and assignments.

Students will be expected to practice self-study through reading assigned materials, reviewing pertinent resources and/or working as a group on assignments.

Students are also responsible for the following:

- Clean stations before and after use
- Hands should be washed or sanitized
- Vital Signs kit must be brought to every class
- Uniforms must be worn in every class
- NO cellphones are allowed in clinical class
- Mandatory use of a hand watch
- Display professionalism in regards to ethical and responsible behavior in compliance with clinical and educational standards.

IV. Grading

Each student must attain a grade of 75% or higher to pass

The final grade is made up of:

- Attendance
- Homework
- Final Practical and Written
- Skills Competency as evaluation of class participation

A cumulative final grade below 75% is considered a failing grade. The student is allowed one make-up test. In case the student fails the make-up test, he/she will be offered remedial classes for a prorated fee based on the number of sessions.

V. Outcomes

At the completion of this class students will be able to demonstrate the following:

- Apply HIPAA rules in regards to privacy and release of information.
- Communicate effectively with patients, physicians, and co-workers.
- Perform clinical duties such as; applying principles of aseptic techniques and infection control, taking vitals and patient histories, collecting and processing specimens, performing CLIA-waived testing, performing patient screening, preparing patient and assisting with procedures and exams, administering medications, and performing electrocardiograms.
- Perform in a safe manner that minimizes risk to classmates, patients, self, and others.

VI. Didactic Classes (Tuesday, Wednesday, Thursday and Friday on a rotating schedule)

- Medical Billing & Coding
- Human Anatomy & Physiology I ○ Medical Terminology
- Medical Office Procedures ○ Medical Transcription
 - Basics of English Grammar
 - Medical Abbreviations ○
 - Computer Medical Office ○ Medical Communications ○ Infection Control
- Medical Law and Ethics
- Working with Electronic Health Records
- Pharmacology I
- Health Insurance Processing

VII. Clinical Internship – 160 Hours in a hospital/clinic setting

Student success is our priority, don't hesitate to ask questions and always give your best!!!!

Good Luck

ENTER STARTING WEEK	SUBJECT MATTER	ACTIVITIES
1. Week TBD	Medical Record	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Case Study 1 <input type="checkbox"/> M.R. Practice
2. Week TBD	Sterilization and Disinfection	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> S&D Practice
3. Week TBD	Vital Signs	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> V.S. Practice
4. Week TBD	Physical Examination	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> P.E. Practice
5. Week TBD	Eye and Ear Procedures	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> Eye & Ear Practice
6. Week TBD	GYN Examination and Prenatal Care	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> GYN Practice <input type="checkbox"/>
7. Week TBD	Pediatric Examination	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> Ped. Ex. Practice
8. Week TBD	Parenteral Medications	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> P.M. Practice
9. Week TBD	Cardiopulmonary Procedures	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> CP.P. Practice

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10. Week TBD	Introduction to Clinical Laboratory	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> C.L. Practice <input type="checkbox"/>
11. Week TBD	Blood Chemistry	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> Laboratory sample Practice <input type="checkbox"/>
12. Week TBD	Urinalysis	<input type="checkbox"/> Handout - Reading <input type="checkbox"/> Complete Assigned Questions <input type="checkbox"/> UA Practice
13. Week TBD	Core Lecture Practice	Quiz
14. Week TBD	Core Lecture Practice	Quiz
15. Week TBD	Core Lecture Practice	Quiz
16. Week TBD	Core Lecture Practice	Quiz