



**CLASS NUMBER AND NAME:** MD 253 MEDICAL OFFICE MANAGEMENT

**TOTAL HOURS/UNITS:** 25 HOURS 2.5 UNIT

**PREREQUISITES:** MD250-Medical Office Procedures I, MD251- Medical Office Procedures II, and enrollment in the Specialized Associate Degree-Medical Assisting Program

**TEXTS AND MATERIALS:** *LWW's Comprehensive Medical Assisting*, (Text and Study Guide), Third Edition, Kronenberger, Durham, and Woodson, 2007

Study guides (provided by instructor)  
E-Library and Internet

**CLASS DESCRIPTION:** This course is designed to orient the student to management fundamentals in a medical outpatient setting. Students examine the responsibilities of an office manager, staff relationships, policy and procedures, and daily office functions. Students receive training in personnel management and employee benefits. HIPPA and OSHA compliance are discussed in detail including: Implementation, compliance, and documentation.

**CLASS OBJECTIVES:**

- To provide the student with a basic understanding of the responsibilities of the office manager.
- To introduce the student to the supervision of the office environment including staffing and scheduling.
- To identify the safety hazards in a medical facility as per Cal-OSHA guidelines.
- To demonstrate the procedures for taking inventory and maintaining equipment including quality control.
- To provide the student with HIPPA compliance information as it pertains to the oversight of the medical record.
- To provide the student with the reference source for employer taxes and employee benefits

CLASS FORMAT  
OVERVIEW:  
REQUIREMENTS:

This class is conducted in a lecture format, as well as a question and answer discussion method.  
The student must complete the workbook pages(pass/fail).  
Tests must be passes with a grade of 60% or better in order to pass the course.

CLASS ATTENDANCE:

It is expected that each student will be in class when class begins. Should the student come in later than five minutes after class begins, he or she should be certain that the instructor has noted his or her presence in class. It will then be up to the instructor to decide if the student had arrived in time to be counted as present – the instructor’s decision will be final.

It will be the student’s responsibility to learn of any assignments given in class when absent.

If the student’s absences exceed 5(day) or 2.5(night) missed classes, the student may be dismissed from the class at the instructor’s discretion.

**Students out of uniform will be counted as absent.**

TESTING:

Written tests are given at the end of each chapter or two, and a final oral presentation is given.

GRADING POLICIES:

The emphasis on this course is the practical application of what the student has learned. Points are given for workbook assignments, quizzes, oral presentation, and class portfolio.

The final grade is determined as follow:

Quizzes.....	25%
Class Portfolio.....	25%
Class Participation(attendance).....	15%
Workbook Assignments.....	15%
Final Presentation.....	20%

ANTICIPATED STUDENT OUTCOMES Upon completing this course, the student will be able to:

1. Compose a schedule for a multiple employee medical office.
2. Given mock situations, be able to supervise and instruct the clean up and disposal of hazardous waste items.
3. In a mock situation, monitor inventory and track supplies usage including documentation of quality controls for office equipment.
4. Explain confidentiality rules as they pertain to the medical record including the proper storage. Retrieval. And destruction of the medical record.
5. In a mock situation, explain the various deductions taken out of an employee's paycheck.