

Imperial Valley College  
Administrative Medical Assistant I  
AHP 72 MTWR Room 2139  
CRN 10801 Oct 1-Nov 8, 2012

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**(1) Course Description**

Course designed to prepare students to operate office management equipment, prepare the patient's medical record, understand medical care expenses, credit arrangements, bookkeeping procedures, collection on overdue accounts, health insurance, billing, banking, general management duties.

**(2) Course Objectives**

Course of study is designed to develop competency in the accurate use of Administrative Skills, to include self-awareness, critical thinking, processing of a patient in the Ambulatory Clinic setting.

On completion of this course the student will be able to utilize the theory taught from the text to application during his/her externship 108 hours.

**STUDENT LEARNING OUTCOMES**

- Outcome 1: Describe the role of the Medical Assistant in the preparation and maintenance of a medical record.
- Outcome 2: identify the laws and/or regulations related to bookkeeping, billing, and collection in a medical office
- Outcome 3: identify the typical office equipment and the most efficient use of the machines.

**(3) Text Books**

Required Text:

Today's Medical Assistant Clinical & Administrative Procedures  
Bonewit-West Hunt Applegate textbook.  
Suanders Elsevier ISBN 13: 978-1-4160-4432-1

Section 4 All chapters

**(4) Course Delivery**

All chapters are in lecture presentation; Concepts and curriculum is taught in Theory with a required externship of 108 hours to complete and enhance theory. The course is taught at a professional level to teach students to become healthcare professionals. Students are expected to behave professionally in all aspects of this class. The laws of the state govern admission to Imperial Valley College and such supplementary regulations as prescribed by the Board of Trustees. It is assumed that the entry of a student into Imperial Valley College constitutes the student's acceptance of the standards of student conduct and the regulations published by the college in the General Catalog.

### **Course Content**

#### **(4) Assignments**

Within each chapter you will be given assignments to present or enhance concepts taught during class. The student on a daily basis will maintain a grade sheet. This will enable student to know and understand where he/she stands in the class. This will also enhance your record keeping skills needed in the Medical Assistant office duties and this will be part of your final grade.

All chapters questions, procedures, and case studies are due before the chapter is lectured.

#### **(5) Test**

There will be a test/quiz at the end of each chapter

#### **(6) *Deadlines and Rules of the road***

**Rules: You are building work habits and ethics therefore you need to be responsible.**

Tardiness will not be tolerated.  
Students must attend 80+ hours per session.

**No make-ups will be allowed or late work will be accepted**

Cheating, copying others work will not be tolerated and will result in immediate referral to discipline department of IVC. These results in an immediate letter or note to your college career file

Grading is based on points possible therefore I do not use a curve to grade.  
You must have a C or better to continue to each session of the program

A 90-100%  
B 80-90%  
C 70-80%

**Assignments: Due AT SIGN IN**

**NO LATE HAND IN ALLOWED**

For Each Chapter:

What Would You Do?

On the Web

Workbook

**Special Considerations and Disabilities**

Any student with a documented disability who may need educational accommodations should notify the instructor and the Disabled Student Programs and Services (DSP&S) office as soon as possible. DSPS is in room 2117 355-6312

**Non Discrimination and Sexual Harassment Policy:** Refer to Imperial Valley College General Catalog on website