COMMON COURSE OUTLINE: Course discipline/number/title: BTEC 1720: Introduction to Administrative Clinic Assistant

A. CATALOG DESCRIPTION
   1. Credits: 1
   2. Hours/Week: 1
   3. Prerequisites (Course discipline/number): None
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

   This course will define the role of an administrative clinic assistant. Students will understand the importance of obtaining essential medical and insurance information before, during, and after an appointment and how it correlates with the business aspect of patient care, which includes third party pay, data privacy, and the universally recognized healthcare communication model (SBAR).

B. DATE LAST REVISED (Month, year): December, 2014

C. OUTLINE OF MAJOR CONTENT AREAS:
   1. Administrative Clinic Assistant Careers
   2. Third party pay
   3. SBAR communication model
   4. Data privacy

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Define and describe the administrative clinic assistant role.
   2. Identify and describe the importance of confidentiality of ethical behavior as it relates to HIPAA.
   3. Understand and identify forms affiliated with third party pay.
   4. Execute data management using electronic health records such as the EMR.
   5. Identify and demonstrate prior authorizations, insurance screening and reimbursement using electronic communication.
   6. Understand and demonstrate the importance of obtaining pertinent information needed to expedite medical billings of services rendered.
   7. Define and demonstrate healthcare analysis as it relates to the SBAR communication model.
   8. Make logical connections.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Assignment
   2. Examinations

G. RCTC CORE OUTCOME(S) ADDRESSED:
   - Communication
   - Critical Thinking
   - Global Awareness/Diversity
   - Civic Responsibility
   - Personal/Professional Accountability
   - Aesthetic Response

H. SPECIAL INFORMATION (if any):
   Normal fees that are charged for other computer and for online classes.