



Medical Records Office Assistant Outcomes

After successfully completing the Medical Records Office Assistant requirements, students will:

1. Demonstrate the ability to code and bill accurately, ethically and assertively.
2. Accurately apply billing and coding principles to optimize reimbursement.
3. Demonstrate the ability to research and explain insurance coverage to patients and their families.
4. Handle all components of claims processing efficiently.
5. Effectively manage patient accounts for billing.
6. Accurately prepare claims for submission to insurance companies in hard copy and electronically.
7. Enter demographic data accurately in various software programs.
8. Effectively demonstrate professional behavior as needed in the workplace.