Certificate of Completion Medical Records Office Assistant-Outcomes

Students will demonstrate outcomes in each of the following areas:

Medical Records Office Assistant

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.

Communications

After successfully completing the communications requirement, students will:

1. Demonstrate literal and inferential comprehension.
2. Communicate clearly and effectively in appropriate contexts.

Computation

Students successfully completing the computation requirement, students will:

1. Apply algebraic, analytic, geometric or statistical reasoning to solve abstract and applied problems appropriate to an individual discipline.
2. Interpret mathematical, quantitative or symbolic models such as formulas, graphs and tables, and draw inferences from them.
3. Employ basic symbolic or quantitative reasoning to support a position or conclusion.
4. Calculate proper axle weights using the Federal bridge weight formula.

Human Relations

After successfully completing the human relations requirement, students will:

1. Understand, articulate, and evaluate how various factors (e.g., social, personal/individual, historical, political, and economic) influence human behavior.
2. Understand, articulate, and evaluate the applicability of significant theoretical perspectives (e.g., conflict theory, feminist theory, cognitive behavioral theory) as they relate to contemporary social issues.