

2010-2011 Assessment Cycle (2010-2011Assessment Cycle)

## Assessment Plan

### Mission Statement

### Learning Outcomes and Measures

## Medical Administrative Specialist Outcome Set

### Learning Outcome

#### Roles and Responsibilities

Demonstrate an understanding of the roles and responsibilities of a medical Administrative Assistant.

▼ Measure: Medical Administrative Assisting NHAC Certification Exam  
Program level: Direct - Exam

Details/Description:  
Acceptable Target: Pass exam  
Ideal Target: >national average  
Implementation Plan (timeline): Spring 11  
Key/Responsible Personnel:

#### Medical and Bio-ethical Standards

Understand medical and bio-ethical standards

▼ Measure: Medical Administrative Assisting NHAC Certification Exam  
Program level: Direct - Exam

Details/Description:  
Acceptable Target: Pass exam  
Ideal Target: >national average  
Implementation Plan (timeline): Spring 11  
Key/Responsible Personnel:

#### Medical Malpractice

Demonstrate a understanding of the risks involved with medical malpractice.

▼ Measure: Medical Administrative Assisting NHAC Certification Exam  
Program level: Direct - Exam

Details/Description:  
Acceptable Target: Pass exam  
Ideal Target: >national average  
Implementation Plan (timeline): Spring 11  
Key/Responsible Personnel:

#### Written correspondence

Demonstrate the ability to clearly and correctly produce written correspondence.

▼ Measure: Medical Administrative Assisting NHAC Certification Exam  
Program level: Direct - Exam

Details/Description:  
Acceptable Target: Pass exam  
Ideal Target: >national average  
Implementation Plan (timeline): Spring 11  
Key/Responsible Personnel:

HIPAA compliance  
Demonstrate an understanding of HIPAA compliance regulations.

▼ Measure: Medical Administrative Assisting NHAC Certification Exam  
Program level: Direct - Exam

Details/Description:  
Acceptable Target: Pass exam  
Ideal Target: >national average  
Implementation Plan (timeline): Spring 11  
Key/Responsible Personnel:

Medical billing  
Demonstrate an understanding of medical billing procedures.

▼ Measure: Medical Administrative Assisting NHAC Certification Exam  
Program level: Direct - Exam

Details/Description:  
Acceptable Target: Pass exam  
Ideal Target: >national average  
Implementation Plan (timeline): Spring 11  
Key/Responsible Personnel:

Financial terms and procedures  
Understand financial terms and correct medical billing procedures.

▼ Measure: Medical Administrative Assisting NHAC Certification Exam  
Program level: Direct - Exam

Details/Description:  
Acceptable Target: Pass exam  
Ideal Target: >national average  
Implementation Plan (timeline): Spring 11  
Key/Responsible Personnel:

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