2013-2014 Assessment 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 responsibilites of a medical Administrative Assistant.

Measure: Medical Adminstrative Assisting NHAC Certification Exam
Program level; Direct - Exam

Details/Description:

Acceptable Target: Pass exam

Ideal Target: >national average

Implementation Plan (timeline): Spring 14

Key/Responsible Personnel:

Medical and Bio-ethical Standards

Understand medical and bio-ethical standards

Measure: Medical Adminstrative Assisting NHAC Certification Exam
Program level; Direct - Exam

Details/Description:

Acceptable Target: Pass exam

Ideal Target: >national average

Implementation Plan (timeline): Spring 14

Key/Responsible Personnel:

Medical Malpractice

Demonstrate a understanding of the risks involved with medical malpractice.

Measure: Medical Adminstrative Assisting NHAC Certification Exam
Program level; Direct - Exam

Details/Description:

Acceptable Target: Pass exam

Ideal Target: >national average

Implementation Plan (timeline): Spring 14

Key/Responsible Personnel:

Written correspondance

Demonstrate the ability to clearly and correctly produce written correspondance.

Measure: Medical Adminstrative Assisting NHAC Certification Exam
Program level; Direct - Exam

Details/Description:

Acceptable Target: Pass exam

Ideal Target: >national average

Implementation Plan (timeline): Spring 14

Key/Responsible Personnel:

HIPPAA compliance

Demonstrate an understanding of HIPPAA compliance regulations.

Measure: Medical Adminstrative Assisting NHAC Certification Exam
Program level; Direct - Exam

Details/Description:

Acceptable Target: Pass exam

Ideal Target: >national average

Implementation Plan (timeline): Spring 14

Key/Responsible Personnel:

Medical billing

Demonstrate an understanding of medical billing procedures.

Measure: Medical Adminstrative Assisting NHAC Certification Exam
Program level; Direct - Exam

Details/Description:

Acceptable Target: Pass exam

Ideal Target: >national average

Implementation Plan (timeline): Spring 14

Key/Responsible Personnel:

Financial terms and procedures

Understand financial terms and correct medical billing procedures.

Measure: Medical Adminstrative Assisting NHAC Certification Exam
Program level; Direct - Exam

Details/Description:

Acceptable Target: Pass exam

Ideal Target: >national average

Implementation Plan (timeline): Spring 14

Key/Responsible Personnel: