

2023-2024 Assessment Plan
 Medical Administrative Specialist

Academic year 2023-2024

Medical Administrative Specialist Learning Outcomes

Medical Office Management

1. Demonstrate an understanding of the health care system and management issues related to personnel and the front office. 2. Demonstrate an understanding of management issues related to medical records, billing, and insurance. 3. Understand management styles and responsibility for computers, policy and procedures, and facilities.

MEASURES	RESULTS	ACTIONS
<p>Medical Office Management Course Grades</p> <p>Implementation Plan (timeline) Spring/Summer</p> <p>Key/Responsible Personnel Lindsey Maass</p> <p>Indirect - Overall Course Grade</p> <p><i>Medical Office Management: MEDS 2604</i></p> <p>Target</p> <p>90% or more will get a C or better in the course</p>	<p><i>No results have been added.</i></p>	<p><i>No actions have been added.</i></p>

Medical Administrative Skills

MEASURES	RESULTS	ACTIONS
<p>Medical Administrative Skills unit grades</p> <p>Implementation Plan (timeline) Spring/Summer</p> <p>Key/Responsible Personnel Lindsey Maass</p> <p>Indirect - Other</p> <p><i>Medical Office Management: MEDS 2604</i></p> <p>Target</p> <p>90% or more will get a C or better in the unit</p>	<p><i>No results have been added.</i></p>	<p><i>No actions have been added.</i></p>

Medical Office Responsibilities

MEASURES	RESULTS	ACTIONS
<p>Medical Office Responsibilities unit grades</p> <p>Implementation Plan (timeline) Spring/Summer</p> <p>Key/Responsible Personnel Lindsey Maass</p> <p>Indirect - Other</p> <p><i>Medical Office Management: MEDS 2604</i></p> <p>Target</p> <p>90% or more will get a C or better in the unit</p>	<p><i>No results have been added.</i></p>	<p><i>No actions have been added.</i></p>

Medical Administrative Specialist

Health Care Billing Skills

MEASURES	RESULTS	ACTIONS
<p>Health Care Billing Skills unit grades</p> <p>Implementation Plan (timeline) Spring/Summer</p> <p>Key/Responsible Personnel Lindsey Maass</p> <p>Indirect - Other</p> <p><i>Medical Office Management: MEDS 2604</i></p> <p>Target</p> <p>90% or more will get a C or better in the unit</p>	<p><i>No results have been added.</i></p>	<p><i>No actions have been added.</i></p>