SEPTEMBER 2003 CURRICULUM GUIDELINES

Division: Instructional A:

Effective Date:

COADM 1510MEDICAL ADMINISTRATI₽ PRO

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L:	PLEASE INDICATE:			
		Non-Credit		
	X	College Credit Non-Transfer		
		College Credit Transfer: Request	ed Granted	
	SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)			

M: Course Objectives/Learning Outcomes

The learner has reliably demonstrated the ability to:

- 1. describe the employment entry level positions in a medical setting;
- 2. identify the legal implications of confidentiality of medical records and discuss medical ethics;
- 3. identify the techniques used in maintaining an efficient, professional yet friendly office environment;
- 4. maintain an appointmentpscheduling system and related procedures;
- 5. complete forms used to refer patie.02 0 0 10.02 240.2 0 614.499 637.3363 Tm(tiej 10.02 0 0 10.02 262.56460114.3363 Tm(

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filing procedures and rules

14. Community Resources

government sponsored public sector specific to elderly, chronic care, youth, and women support services for patients remaining in their homes support for the needy