

# CCP PROGRAMS

## WCE CCP - MEDICAL ADMINISTRATIVE ASSISTANT

1. The student will be able to identify the major components of the medical administrative system, including the role of the medical administrative assistant, the medical office manager, and the medical records manager.

2. The student will be able to describe the various types of medical offices and the services they provide.

3. The student will be able to explain the importance of medical records and the role of the medical records manager in maintaining accurate and complete records.

4. The student will be able to identify the various types of medical equipment and supplies used in the medical office and describe their functions.

5. The student will be able to explain the importance of medical ethics and the role of the medical administrative assistant in maintaining ethical standards in the medical office.

6. The student will be able to identify the various types of medical insurance and describe the role of the medical administrative assistant in processing insurance claims.

7. The student will be able to explain the importance of medical billing and the role of the medical administrative assistant in processing bills.

8. The student will be able to identify the various types of medical billing and describe the role of the medical administrative assistant in processing bills.

9. The student will be able to explain the importance of medical coding and the role of the medical administrative assistant in coding medical records.

10. The student will be able to identify the various types of medical coding and describe the role of the medical administrative assistant in coding medical records.

11. The student will be able to explain the importance of medical auditing and the role of the medical administrative assistant in auditing medical records.

12. The student will be able to identify the various types of medical auditing and describe the role of the medical administrative assistant in auditing medical records.

### Workforce Continuing Education Career & College Promise (WCE CCP)

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Continuing Education Units	EH?
Total Hours	EH?

Jason Levister, WCE CCP Programs Director

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