SEPTEMBER 2003 CURRICULUM GUIDELINES

C:OADM 1510MEDICAL ADMINISTRATI ₱ PRO

Effective Date:

				30
L:	PL	EASE INDICATE:		
		Non-Credit		
	X			
		College Credit Transfer:	Request	sted Granted

SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)

Division:

Instructional

A:

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 appointment pscheduling system and related procedures; p
- 5. complete forms used to refer patie.02 0 0 10.02 240.2 0 614.499 637.3363 Tm(tiej10.02 0 0 10.02 262.56460114.3363 Tm(

filing procedures and rules

14. Community Resources
government sponsored
public sector
specific to elderly, chronic care, youth, and women

specific to elderly, chronic care, youth, and women support services for patients remaining in their homes

support for the needy