

Career and Technology Education

Academy of Health Professionals

AOHP: Medical Assisting

Administrative Medical Assisting prepares students with the administrative skills needed to demonstrate competence in medical office procedures such as appointment processing, medical records management, filing systems, billing and coding, and maintaining the office environment.

Standards

Indicators

AOHP.MA.10 – Academic Foundation

AOHP.MA.10.01 - Demonstrate knowledge of the legal, ethical and confidentiality issues associated with the health care field.

AOHP.MA.10.02 - Perform book keeping procedures as required within a health care facility.

AOHP.MA.10.03 - Demonstrate knowledge of the coding processes associated with preparing and filing insurance and managed health care claims.

AOHP.MA.10.04 - Perform operational functions including inventory, routine maintenance, quality control and computer software.

AOHP.MA.20 – Communications

AOHP.MA.20.01 - Effectively use professional communications in both written and verbal formats to communicate with co-workers and patients.

AOHP.MA.30 – Employability Skills

AOHP.MA.30.01 - Examine and recognize various career opportunities by participating in the clinical internship program.

AOHP.MA.30.02 - Demonstrate the ability to interact effectively with patients.