Western Technical College

10160150 Medical Admin Professional Capstone

Course Outcome Summary

Course Information

Description	Enhances the student's ability to apply technical skills, to work productively alone and as a team member, to communicate effectively, and to demonstrate appropriate ethics and behavior in a professional workplace environment. Students will independently find a location to work in an office directly related to their educational training for the required number of hours.
Career Cluster	Business Management and Administration
Instructional Level	Associate Degree Courses
Total Credits	1
Total Hours	72
Prior Learning Assessment	Employer Verification CPL Form

Pre/Corequisites

Prerequisite   10160131 Administration and Organization of Health Care

Textbooks

No textbook required.

Learner Supplies

Webcam and headset with microphone. **Vendor:** To be discussed in class. Required.

Success Abilities

1. Cultivate Passion: Enhance Personal Connections

2. Cultivate Passion: Expand a Growth-Mindset

3. Cultivate Passion: Increase Self-Awareness

4. Live Responsibly: Develop Resilience

5. Live Responsibly: Embrace Sustainability

6. Live Responsibly: Foster Accountability

7. Refine Professionalism: Act Ethically

8. Refine Professionalism: Improve Critical Thinking

9. Refine Professionalism: Participate Collaboratively

10. Refine Professionalism: Practice Effective Communication

High Impact Practices

1. Work-Based Learning: this course applies your learning to your desired profession by working in industry placements such as internships, practicums, clinicals, or co-ops.

Program Outcomes

1. Perform financial practices through analysis of payer data and reimbursement methods

2. Demonstrate professionalism in a healthcare setting

3. Apply technology to administrative functions in a healthcare-related setting

4. Apply HIPAA, federal and state law, and regulatory compliance in business health practices

5. Use medical terminology and knowledge of the human body systems in performing essential functions of health business environment

Course Competencies

1. **Perform financial practices through analysis of payer data and reimbursement methods.**

Assessment Strategies
1.1.   On-the-job Performance
1.2.   Self Assessment

Criteria

You will know you are successful when

1.1.   you perform medical billing, analyze patient accounts and apply collection procedures following generally accepted accounting principles (GAAP).
1.2.   you prepare insurance claims.
1.3.   you facilitate referrals and prior authorizations.
1.4.   you interpret ICD, CPT, and HCPCS coding data.
1.5.   you apply third party reimbursement methods.
1.6.   you validate completeness and accuracy of health data for coding, billing and claims processing.
1.7.   you interpret medical terms, insurance terms and abbreviations.

2. **Demonstrate professionalism in a healthcare setting.**

Assessment Strategies
2.1.   On-the-job Performance
2.2.   Self Assessment

Criteria

You will know you are successful when

2.1.   you model professional and ethical behavior.
2.2.   you present a professional image.
2.3.   you apply customer service principles to a diverse population of internal and external customers.

3.   Apply technology to administrative functions in a healthcare-related setting.

Assessment Strategies
3.1.   On-the-job Performance
3.2.   Self Assessment

Criteria

You will know you are successful when

3.1.   you protect the security of health information using technology safeguards.
3.2.   you maintain healthcare-related information using specialized software applications.
3.3.   you perform administrative functions using business related software and hardware.

4.   Apply HIPAA, federal and state law, and regulatory compliance in business health practices.

Assessment Strategies
4.1.   On-the-job Performance
4.2.   Self Assessment

Criteria

You will know you are successful when

4.1.   you adhere to privacy and security measures to protect the confidentiality of all health information.
4.2.   you release information according to regulations.
4.3.   you incorporate regulatory standards into practice.