

MEDICAL ASSISTING – PATIENT INTAKE SPECIALIST – OCCUPATIONAL SKILLS CERTIFICATE

Top Code:

1208.20

This curriculum prepares students with entry-level skills to seek employment in doctors' offices, clinics, hospitals, treatment centers, and other health-related fields. This certificate program will expose students to a process that strengthens their skills in administrative medical, medical insurance & reimbursement, and initial patient processing. These courses can be applied toward the requirements for the Certificate of Achievement in Medical Assisting, Administrative & Clinical.

Enrollment is limited to students who have completed the special application and who are randomly selected for enrollment into the program based on the limited number of seats available in the program. Selection of students is based on criteria approved by the Pasadena City College Administration and consistent with all State and Federal Regulations.

An Occupational Skills Certificate is awarded upon completion of all required courses with a grade of C or better.

Program Outcomes

- Demonstrate ambulatory care administrative functions related to electronic health records, computer technology, telephone techniques, and scheduling appointments.
- Discuss patient-care services that involve registration, insurance verification, pre-authorization, preparation of claim forms, and reimbursement.
- Evaluate the requirements for health insurance plans, government, managed care, and private insurance companies.
- Perform patient screening and assessment, including demographic and clinical information.
- Relate word elements with basic anatomy, physiology, and disease processes of the human body.

Requirements for the Occupational Skills Certificate

| Code | Title | Units |
|--------------------|--|-----------|
| MA 109 | HEALTH INFORMATION TECHNOLOGY | 1 |
| MA 111A | ADMINISTRATIVE MEDICAL OFFICE PROCEDURES I | 4 |
| MA 122A | CLINICAL MEDICAL OFFICE PROCEDURES I | 2 |
| MA 127 | MEDICAL INSURANCE | 3 |
| HLSC 115 | MEDICAL TERMINOLOGY | 3 |
| Total Units | | 13 |