

CTE Course Description and Standards Crosswalk

Course Information

Course Name	Medical Office Procedures
Course Number	84130
Number of High School Credits	.5
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Health Informatics
Date of district Course Revision	February 2015

Career & Technical Student Organization (CTSO)

CTSO embedded in this sequence	HOSA
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Occupational Standards

Source of Occupational Standards	National Consortium on Health Science and Technology Education; States Career Cluster Initiative
Names/Numbers of Occupational Standards	NCHSTE 1-11

Registration Information

Course Description (brief paragraph – as shown in your student handbook or course list)	Medical Office Procedures is designed to teach the knowledge and skills needed to qualify for entry-level employment in various health care office settings. Medical Office Procedures is recommended for those interested in clerical and administrative careers in a health related environment.
Instructional Topic Headings (please separate each heading by a semi-colon)	Safety and security in a medical office; Interpersonal communications; Reception; Oral and written communication; Office equipment; Medical office software; Collecting fees; Records management; Health insurance; Medical office management

Summative Assessments and Standards

Technical Skills Assessment (TSA)	No
Course addresses:	
New Alaska ELA and Math Standards	Yes
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Employability Standards	Yes

Employability Standards

Source of Employability Standards	State of Alaska
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Tech Prep

Current Tech Prep Articulation Agreement? (Y/N)	No
Date of Current Agreement	
Postsecondary Institution Name	
Postsecondary Course Name	
Postsecondary Course Number	

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of Postsecondary Credits

Source/Organization/ Agency:	Acronym:	Website or Location of Information:	Section, Chapters referenced in Performance Standards etc.	Date of Edition or Version:
National Consortium on Health Science and Technology Education	NCHSTE	www.nchste.org	Health Care Core Standards and Therapeutic Services Pathway Standards & Accountability Criteria	2002
States Career Cluster Initiative	SCCI	www.careerclusters.org	(use appropriate pathway)	2008

Additional CTE Course Information

Author	
Course developed by	Revised by Kathleen Foxley
Course adapted from	Medical Office Procedures
Date of previous course revision	December 2006
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	No

Standards Alignment

Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
Describe the administrative duties of a medical office assistant.	<u>NCHSTE</u> 1, 2, 3, 4.1, 4.2, 5, 6, 7, 8.1, 10.1, 11	HI,1,2,4 HI-SUP 2	SL.9- 12.2,4,5,6 L.9- 12.1.a-b, 2.a-b, 4.a- d, 6 RST.9- 12.2,7 WHST.9- 12.4,8	N-Q.1,2,3	B2	A2,5	Technical Skills Labor Work Habits	Class Discussions Written Assignment Unit Assessments Final Exams Research Project Student Presentation Portfolio
Identify areas of medical ethics of particular concern to medical office assistants.	<u>NCHSTE</u> 5, 6	HL-HI 1 HL 1,2,3,4,5,6	SL.9- 12.2,4 L.9-12.6 RST.9- 12.2	N-Q.1,2,3	B2	A1,2,5	Technical Skills	Class Discussions Written Assignment Unit Assessments Final Exams Research Project Student

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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
								Presentation Portfolio
Identify the needs of a medical office for safety of personnel.	<u>NCHSTE</u> 5.2, 7, 8.1, 9-11	HL 1,2,4	SL.9-12.2,4,5 RST.9-12.1,2	S-MD.6&7	B2	A2,5,6,7	Technical Skills Health/ Safety	Class Discussions Written Assignment Unit Assessments Final Exams Research Project Student Presentation Portfolio
Communicate in a straightforward, understandable, accurate, and timely manner.	<u>NCHSTE</u> 2, 4.1, 4.2, 5.1, 11.2	HL-HI 1	SL.9-12.1.a-d, 2, 3, 4, 5, 6 L.9-12.1.a-b, 2.a-b, 4, 6 RST.9-12.1,2,7 WHST.9-12.4,6,8	N-Q1,2,3	B2	A2,5	Technical Skills Community Work Habits	Class Discussions Written Assignments Interviews Skill Station Assessments Student Demonstrations Student Performance Portfolio
List ways an office can establish the most desirable method of scheduling.	<u>NCHSTE</u> 2.1,2.3, 3.1,8.1, 11.2	SL-SUP 1-5	SL.9-12.2,4,5,6 WHST.9-12.4	N-Q.1,2	B2	A2,5,6	Technical Skills Technology	Class Discussions Written Assignment Unit Assessments Final Exams Research Project Student Presentation Portfolio

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Produce a letter by use of a dictating machine.	<u>NCHSTE</u> 2.3, 11.2	HL-SUP 4	SL.9-12.4,5,6 WHST.9-12.4,5,6		B2,4	A2	Technical Skills Technology	Class Discussions Written Assignment Unit Assessments Final Exams Portfolio
Demonstrate proper handling of incoming mail.	<u>NCHSTE</u> 2.3, 6.1, 11.1, 11.2	HL 2,4	RST.9-12.3,4,5,7		B2	A2	Technical Skills	Class Discussions Written Assignment Skill Station Assessments Unit Assessments Student Demonstration
Demonstrate proper use of a computer system to perform billing, insurance, and collection functions in the office.	<u>NCHSTE</u> 1.3, 2, 3.14, 6.1, 11	HL 1,2,4	SL.9-12.5 RST.9-12,3,4,7 WHST.9-12.4,6,8	N-Q.1,2,3	B4	A2	Technical Skills Technology	Class Discussions Written Assignment Skill Station Assessments Unit Assessments Student Demonstration
Demonstrate proper filing methods.	<u>NCHSTE</u> 2.2, 2.3, 11.1, 11.2	HL 1,2,4	SL.9-12.2,5 RST.9-12.3,5		B2,3,4	A2	Technical Skills Technology	Class Discussions Written Assignment Skill Station Assessments Unit Assessments

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								Student Demonstration
Describe important private and government insurance plans.	<u>NCHSTE</u> 1.3, 2.2, 2.3, 3.1, 5.1, 6.1, 11	HL 1,5,6 HL-SUP 3	SL.9-12.2,4,5,6 L.9-12.4.a-d RST.9-12.1,2,7 WHST.9-12.4,6		B2	A2	Technical Skills	Class Discussions Written Assignment Unit Assessments Final Exams Student Presentation Portfolio
Participate in CTSO classroom activities.	<u>NCHSTE</u> 2.1, 2.3, 4.1, 4.2, 8	HL 1-4	SL.9-12.1.a-d, 2,3,4,5,6 L.9-12.1.a-b, 2.a-b, 4.a-d, 6 RST.9-12.1		B2,4 D6 E7,8	A1,2,3,4,7 B,1-5	Technical Skills Community	Bus Planning Mgmt Community Work Habit Tech Pro Skills

Instructional Resources

List of Major Instructional Resources: (websites, textbooks, essential equipment, reference materials, supplies)

Contemporary Medical Office Procedures 3rd edition. www.delmarlearning.com