

# HSC 221 : Medical Assisting Administrative II

## *Fall*

This course builds upon the concepts in HSC 121 Medical Assisting Administrative I, while introducing advanced administrative skills. All aspects of financial management concepts, including insurance, billing and collections are presented and practiced. A comparison of electronic and manual systems will be explained and demonstrated. Confidentiality and other current laws, as they apply to collections, will be integrated throughout the course. Concepts of office management and human resources are included. Upon successful completion of this course, students will be able to enter the medical assistant field with confidence in their administrative skills. Students will have the opportunity to practice skills with supervision in the clinical laboratory in order to achieve competency.

**Credits** 3

**Lecture Hours** 2

**Lab Hours** 1

### **Prerequisites**

HSC 121 Medical Assisting Administrative I with a grade of "C" or better; Pennsylvania State Police Criminal History Record; Pennsylvania Child Abuse History Clearance

### **Notes**

Students must earn a "C" or higher in all HSC courses in order to advance in the curriculum and graduate from the program.