

# Glendale College

## Course Outline of Record Report

Course ID 010787

Created - May 2025

### STV213 : Administrative Medical Assisting II

#### General Information

Author:	<ul style="list-style-type: none"> <li>Jane Dilucchio</li> <li>Perner, Kimberli</li> <li>Diarian, Ani</li> <li>Lelikyan, Armenui</li> <li>Wilson, Kassandra</li> </ul>
Course Code (CB01) :	STV213
Course Title (CB02) :	Administrative Medical Assisting II
Department:	STV
Proposal Start:	Winter 2026
TOP Code (CB03) :	(1299.00) Other Health Occupations*
CIP Code:	(51.9999) Health Professions and Related Clinical Sciences, Other.
SAM Code (CB09) :	C - Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	No value
Curriculum Committee Approval Date:	05/28/2025
Board of Trustees Approval Date:	07/08/2025
Last Cyclical Review Date:	05/28/2025
Course Description and Course Note:	STV 213 is the second part of Administrative Medical Assisting which gives students a comprehensive understanding of all medical front office duties. Emphasis in this course is on mastering basic billing and coding and integrated electronic health record (EHR) software. Lecture 60 hours. Laboratory 60 hours. Note: Students should be able to keyboard at a minimum rate of 20 wpm. Note: There is a recommended co-requisite of ESL 70 for all who need support with medical terminology. Note: This course is Pass/No pass.
Justification:	New Course
Academic Career:	<ul style="list-style-type: none"> <li>Noncredit</li> </ul>
Mode of Delivery:	<ul style="list-style-type: none"> <li>In-Person</li> <li>Remote</li> </ul>
Author:	No value
Course Family:	No value

#### Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> <li>Health Care Ancillaries (Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy)</li> </ul>
Alternate Discipline:	No value

Alternate Discipline: No value

### File Upload

**File Upload**

No Value

### Course Development

**Basic Skill Status (CB08)**

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

**Course Special Class Status (CB13)**

Course is not a special class.

**Pre-Collegiate Level (CB21)**

Not applicable.

**Grading Basis**

- Pass / No-Pass Only

**Course Support Course Status (CB26)**

Course is not a support course

### General Education and C-ID

**General Education Status (CB25)**

Not Applicable

**Transferability**

No value

**Transferability Status**

Pending

### Units and Hours

**Summary**

<b>Minimum Credit Units (CB07)</b>	0
<b>Maximum Credit Units (CB06)</b>	0
<b>Total Course In-Class (Contact) Hours</b>	120
<b>Total Course Out-of-Class Hours</b>	0
<b>Total Student Learning Hours</b>	120

**Credit / Non-Credit Options**

**Course Type (CB04)**

Non-Credit

**Noncredit Course Category (CB22)**

Short-Term Vocational.

**Noncredit Special Characteristics**

No Value

**Course Classification Code (CB11)**

Workforce Preparation Enhanced Funding.

Variable Credit Course

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

**Weekly Student Hours**

	In Class	Out of Class
Lecture Hours	60	0
Laboratory Hours	60	0
Studio Hours	0	0

**Course Student Hours**

**Course Duration (Weeks)** 18

**Hours per unit divisor** 54

**Course In-Class (Contact) Hours**

Lecture 60

Laboratory 60

Studio 0

**Total** 120

**Course Out-of-Class Hours**

Lecture 0

Laboratory 0

Studio 0

**Total** 0

**Time Commitment Notes for Students**

No value

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

**Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation**

**Prerequisite**

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

**Objectives**

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

**AND**

**Advisory**

**ESL70 - Administrative Medical Assisting & ESL Success and Support Course**

**Objectives**

- Employ a comprehensive medical vocabulary applicable to all specialties.
- Demonstrate proper communication and telephone techniques in a variety of medical front office situations.
- Recognize the strategies of maintaining patient confidentiality.
- Explain all phases of medical insurance billing for doctors' offices.
- Type and document a variety of medical reports.
- Apply legal safeguards to a charting system.
- Distinguish between the various databases in a medical software program.
- Answer common interview questions for an administrative medical assistant.

**AND**

**Prerequisite**

**STV212 - Administrative Medical Assisting I**

**Objectives**

- Comprehend and use medical vocabulary in a medical office setting.
- Demonstrate proper telephone techniques in a variety of medical front office situations.
- Recognize the strategies of maintaining patient confidentiality.
- Explain all phases of medical insurance billing for doctors' offices.
- Type and document a variety of medical report.
- Apply legal safeguards to a charting system.

**Entry Standards**

**Entry Standards**

**Description**

Comprehend taped and live speeches, dialogues, instructions, and lectures.

Students need to be able to understand technical lectures and follow detailed instructions on billing and coding.

Communicate orally in informal dialogue.

A large part of an administrative medical assistant is communicating with patients, fellow staff, and vendors in person and on the telephone.

**Course Limitations**

**Cross Listed or Equivalent Course**

**Description**

No value

No value

## Requisite Validation

### Upload Statistical Validation and/or other documents (if necessary)

No Value

## Specifications

### Methods of Instruction

Methods of Instruction                      Lecture

Methods of Instruction                      Independent Study

Methods of Instruction                      Collaborative Learning

### Out of Class Assignments

N/A

### Methods of Evaluation

Exam/Quiz/Test

Activity (answering journal prompt, group activity)

### Rationale

Unit exams

Small group projects

### Textbook Rationale

No Value

### Textbooks

Author	Title	Publisher	Date	ISBN
Chambner, Davi-Ellen	Medical Terminology: A Short Course	St. Louis: Saunders Elsevier	2023	9780323444927
Proctor, Deborah B.	Kinn's The Administrative Meical Assistant	St. Louis Saunders	2023	9780323396721

Carr, Nikita

Insurance in the Medical Office: From Patient to Payment	New York McGraw Hill	2024	73374598	
Hamilton, Byron	Electronic Health Records	Boston McGraw Hill Higher Education	2021	9780073402147
<b>Other Instructional Materials (i.e. OER, handouts)</b>				
No Value				

## Learning Outcomes

### Course Objectives

Explain all phases of medical billing for doctors' offices.

Apply legal safeguards to a charting system.

Distinguish between the various databases in a medical software program.

Use electronic health record (EHR) for documentation of patient's medical records.

### SLOs

Describe third-party reimbursement. Expected Outcome Performance: 70.0

Demonstrate the ability to code from the ICD (International Classification of Disease) and CPT (Current Procedural Terminology) texts. Expected Outcome Performance: 70.0

Integrate HIT (Health Information Technologies) and practice management programs and electronic health records. Expected Outcome Performance: 70.0

## Additional SLO Information

**Does this proposal include revisions that might improve student attainment of course learning outcomes?**

No

**Is this proposal submitted in response to learning outcomes assessment data?**

No

**If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.**

No Value

**SLO Evidence**

No Value

**Course Content****Lecture Content****Medical Billing and Coding (50)**

- Insurance contracts and options
- Abbreviations and symbols of coding systems
- Coding standards (ICD-10-CM, CPT, and HCPCS)
- CMS-1500 Claim form completion and submission
- Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology and Economic Clinical Health Act (HITECH Act)

**Electronic Health Records (10 hours)**

- Data entry and point of care
- Super bill/electronic coding from medical records.
- Using the EHR to improve patients care.
- Privacy and security of health records.

**Total Hours: 60****Laboratory/Studio Content****Medical Billing and Coding (50)**

- Insurance contracts and options
- Abbreviations and symbols of coding systems
- Coding standards (ICD-10-CM, CPT, and HCPCS)
- CMS-1500 Claim form completion and submission
- Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology and Economic Clinical Health Act (HITECH Act)

**Electronic Health Records (10 hours)**

- Data entry and point of care
- Super bill/electronic coding from medical records.
- Using the EHR to improve patients care.
- Privacy and security of health records.

**Total Hours: 60****Additional Information****Repeatability**

Repeatable

**Justification (if repeatable was chosen above)**

Non-credit courses

**Is it possible this course will have a material fee?**

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liaisons>):

No

**What term(s) will this course be offered?**

Summer/Winter

**Will any additional resources be needed for this course? (Click all that apply)**

- No

**If additional resources are needed, add a brief description and cost in the box provided.**

No Value