

DESE Model Curriculum: Medical Administrative Assistant/Secretary (CIP Code: 52.0101)

GRADE LEVEL/UNIT TITLE: 11-12/Differentiated Duties Specific to a Medical Office Setting

COURSE INTRODUCTION		
A program that prepares individuals to perform the duties of special assistants and personal secretaries for practicing physicians and nurses, health care facilities and services administrators, and other health care professionals. Includes instruction in business and medical communications, medical terminology, principles of health care operations, public relations and interpersonal communications, software application, record-keeping and filing systems, scheduling and meeting planning, applicable policy and regulations, and professional standards and ethics. Program may include instruction in medical transcription.		
UNIT DESCRIPTION	SUGGESTED UNIT TIMELINE	
Differentiate duties specific to a medical office setting	Approximately 350 integrated through in other units	
	CLASS PERIOD (min.)	
	90	
ESSENTIAL QUESTIONS		
1. What skills should be developed to work in a healthcare office setting?		
ESSENTIAL MEASURABLE LEARNING OBJECTIVES	NBEA STANDARD	DOK
1. Use online resources as a tool to complete tasks	COMM.IV.1.5	2
2. Format and proofread documents	COMM.IV.2.6	3
3. Perform medical transcription while utilizing specialized software.	IT.V.1.1 COMM.IV.3.2 COMM.IV.3.12 COMM.III.4.8	3
4. Correctly apply medical law and ethics	BL.I.A.2.1 IT.XV.2.1.1-2	2
ASSESSMENT DESCRIPTIONS		
n/a		
OBJ. #	INSTRUCTIONAL STRATEGIES	
1-4	1. Guided and independent practice using textbook resources.	
OBJ. #	INSTRUCTIONAL ACTIVITIES	
1-4	1. The students will complete multiple activities as provided in textbook(s).	
UNIT RESOURCES		
1. The SUM Program: Beginning Medical Transcription Unit. (2 nd ed.) Modesto, California: Health Professions Institute. 2. Pitman, Sally (editor and publisher). (2010). The Medical Transcription Workbook. (3 rd ed.). Modesto, California: Health Professions Institute. 3. Dirckx, John H., M.D. (2009). H&P: A Nonphysician’s Guide to the Medical History and Physical Examination. (4 th ed.). Modesto, California: Health Professions Institute. 4. Dirckx, John H., M.D. (2009). Human Diseases. (4 th ed.). Modesto, California: Health Professions Institute. 5. Dirckx, John H., M.D. (2004). Laboratory Tests & Diagnostic Procedures in Medicine. Modesto, California: Health Professions Institute.		