**Medical Office Procedures – OCP-B**

**Chapter Two & Three**

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| Course ObjectivesThe Student will be able to : | * Define Medical Ethics, bioethics, and etiquette (2.1)
* Discuss Medical law, statutes, and legal documents, such as advance directive, and give three examples. (2.2)
* Identify and discuss several key components of the HIPPAA Administrative Simplification Rule. (2.3)
* State the Purpose of a medical compliance plan and explain compliant methods the assistant can use to safeguard against litigation. (2.4)
* List the steps of the Communication cycle and give an example of a barrier to each step. (3.1)
* Explain how the verbal message is affected by nonverbal communication.(3.2)
* Apply effective written communication techniques to compose written medical office correspondence.(3.3)
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| Competencies | 15.02,16.0,  |
| Module Materials | Medical Office Procedures 8th Edition textbook |
| Assignment and Point Value | Chapter Two: Medical Ethics, Law, and Compliance* Read Chapter 2.
* Project 2.2 Physician’s Obligations and Medical Law on WP2. (10 Points)
* Project 2.3 Medical Liability on WP3. (10 points)
* Project 2.5 Legal Terms on WP4 (10 points)
* In a Word document, give the answers for the Review Questions on Page 68-70. (10 points)
* In the same Word document, type the Thinking It Through questions as well as answers using complete sentences. (20 points)
* Study the chapter and let your instructor know when you are ready to take the written exam. Please be aware that these exams are quite long and cover most of the material presented in the chapter. (40 points)

Chapter Three: Office Communications: An Overview of Verbal and Written Communication * Read Chapter 3.
* Project 3.1 Composing a Referral Letter. (10 Points)
* Project 3.4 Editing and Proofreading Reports on WP7 and WP8. (10 points)
* Project 3.5 Communication Terms on WP9 (10 points)
* In a Word document, give the answers for the Review Questions on Page 68-70. (10 points)
* In the same Word document, type the Thinking It Through questions as well as answers using complete sentences. (20 points)
* Study the chapter and let your instructor know when you are ready to take the written exam. Please be aware that these exams are quite long and cover most of the material presented in the chapter. (40 points)
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| Assessment | Chapter work graded for completeness and accuracy of work.Chapter tests require an 80% passing score. |