

Appendix A

Each of the following sub-appendices contains a detailed chart of learning outcomes revisions described within the Probe notice documentation.

- A1- MAST 1060: Medical Office Procedures
- A2- MAST 1080: Medical Assisting Skills I
- A3- MAST 1090: Medical Assisting Skills II
- A4- MAST 1110: Administrative Practice Management
- A5- MAST 1120: Human Diseases

A1- MAST 1060: Medical Office Procedures

Revised Learning Outcomes	Deleted Learning Outcomes	Added Learning Outcomes
Describe safe operation of the administrative equipment. which may include but not be limited to fax machines, copiers, printers, postage meters, and credit card processors etc.	Use internet to access information related to the medical office.	Discuss and list the steps involved in completing an office inventory. (VI.C.10)
Demonstrate Describe the processing of incoming and outgoing mail. <ul style="list-style-type: none"> • Domain/Level of learning revised from Psychomotor/Guided Response to Cognitive/Application. 	Describe the basic types of written communication used in a medical office.	
	Identify different letter styles (full block, modified block, semi-block, and simplified.)	

A2- MAST 1080: Medical Assisting Skills I

Revised Learning Outcomes	Deleted Learning Outcomes	Added Learning Outcomes
Use and maintain and aseptic techniques.	Perform gloving techniques.	

A3- MAST 1090: Medical Assisting Skills II

Revised Learning Outcomes	Deleted Learning Outcomes	Added Learning Outcomes
	Demonstrate collection of specimens for diagnostic testing.	Demonstrate collection and correct labeling of specimens for diagnostic testing.
	Demonstrate correct labeling of specimens for diagnostic testing.	

A4- MAST 1110: Administrative Practice Management

Revised Learning Outcomes	Deleted Learning Outcomes	Added Learning Outcomes
Perform accounts receivable procedures, including: a. post entries on a daysheet , b perform billing procedures, c. perform collection procedures, d. post adjustments, e. process a credit balance, f. process refunds, g. post non-sufficient fund (NSF) checks, h. post collection agency payments.	Discuss an office inventory.	

A5- MAST 1120: Human Diseases

Revised Learning Outcomes	Deleted Learning Outcomes	Added Learning Outcomes
		Define medical terms and abbreviations related to all body systems. (V.C.10)