

# Medical Administration (6730, 6731)

## Teacher Resources

### Instructional Scenarios

The following instructional scenarios provide classroom activities to support the major concepts included in Medical Administration.

- [The Agitated Patient](#)  
Duty/Concept Area: Managing Office Activities  
Students will role play office a situation whereby a patient is agitated, and the medical receptionist must diffuse the situation.
- [Employment Communications: Cover Letters](#)  
Duty/Concept Area: Enhancing Employability Skills  
Students will compose a professional cover letter.
- [Job Shadowing and Conducting Informational Interviews](#)  
Duty/Concept Area: Preparing for Industry Certification  
Students will conduct an informational interview with a professional in the field.
- [Testing Strategies](#)  
Duty/Concept Area: Preparing for Industry Certification  
Students will identify testing strategies and devise a study plan.

### Texts

- *Administrative Medical Assisting*. Nina Beaman and Lorraine Fleming-McPhillips. Prentice Hall, ISBN: 0132209047
- *Clinical Medical Assisting Foundations and Practice*. Margaret Schell Frazier and Connie Morgan. Thomas Delmar Learning, ISBN: 0130893374
- *Comprehensive Health Insurance Billing, Coding, and Reimbursement*. Deborah Vines, Ann Braceland, Elizabeth Rollins, and Susan Miller. Prentice Hall, ISBN: 013159933X
- *Information Technology for the Health Professions*. Lillian Burke and Barbara Weill. Prentice Hall, ISBN: 0132368153
- *Office Procedures for the 21st Century, 7th Ed.* Sharon Burton and Nelda Shelton. Prentice Hall, ISBN: 0132308576

### Professional Associations

- [American Medical Association](#)
- [Virginia Department of Health Professions](#)
- [Virginia Hospital and Health Care Association](#)

### Additional Resources

- [Dictionary-Medical](#)
- [Medline Plus, U.S. National Library of Medicine, National Institutes of Health](#)
- [TRICARE: Military Health Insurance](#)
- [U.S. Food and Drug Administration](#)
- [Virginia Board of Medicine](#)
- [Workers' Compensation Commission](#)