



Division:

Effective Date:

Department /
Program Area:

Revision

New Course

If Revision, Section(s)

Revised:

Date of Previous Revision:

Date of Current Revision:

:

Subject & Course No.

initial appointment - priorities, time required
appointment confirmations and cancellations

public sector
specific to elderly, chronic care, youth, and women
support services for patients remaining in their homes
support for the needy

15. Financial Records

process of recording patient charges, etc., in cash disbursements and cash receipts journals
process of posting journals to ledgers
patient statement of account
petty cash
process of depositing cheques and cash
bank statement reconciliations
payroll deduction tables and payroll sheets
Revenue Canada payroll and remittance forms

Methods of Instruction

The mode of presentation will be lecture, discussion, and will include videos and/or guest speakers.

Textbooks and Materials to be Purchased by Students

Plunkett, Lorna. Procedures for the Medical Administrative Assistant, Latest Edition, Harcourt Brace and Company

Means of Assessment

Assignment(s)	20%
Quiz(s)	15%
Midterm	25%
Final	30%
Participation	<u>10%</u>
	<u>100%</u>