



2007-2008 Career Planning Guide

CHIROPRACTIC ASSISTANT

Spokane Community College

Spokane Community College
1810 North Greene Street
Spokane, Washington 99217-5399
www.scc.spokane.edu

Completion Award: Certificate

Start: Fall, Winter, Spring, Summer

Tuition and Fees

Approximate Quarterly Cost: (subject to change without notice)

Books	\$	250
Supplies and Equipment	\$	20

PROGRAM WEBSITE: <http://www.scc.spokane.edu/?bustechmedical>

Program Description

The chiropractic assistant certificate program prepares students for positions in the chiropractic office field as receptionists and chiropractic billing clerks with the ability to communicate with and answer questions from chiropractic patients about their care and the chiropractic philosophy.

PROGRAM GOALS--Students who successfully complete this program should be able to:

1. Appropriately manage telephone communications and schedule office, surgical, and diagnostic procedures.
2. Receive patients and visitors.
3. Apply legal and ethical practices per HIPAA and AMA standards.
4. Create and maintain patient records; sort and disperse incoming mail.
5. Submit, rebill and troubleshoot insurance claims for the medical office to include private, government, PPO, and HMO insurance.
6. Code using CPT and ICD-9-CM Coding system.
7. Perform typical medical office financial activities using applicable software.
8. Correlate their knowledge of general anatomy and medical terminology to perform coding and billing tasks.
9. Perform CPR and Basic First Aid procedures.
10. Perform computer applications.
11. Gain knowledge of the philosophy of chiropractic.
12. Demonstrate professionalism related to a medical office setting.

Career Opportunities

Because chiropractic treatment emphasizes the importance of healthy lifestyles and does not prescribe drugs or perform surgery, chiropractic care is appealing to many health-conscious Americans. The rapidly expanding older population, with its increased likelihood of mechanical and structural problems, also will increase demand for chiropractic care. Chiropractic assistants with a strong background in medical coding will be in particularly high demand.

POTENTIAL POSITIONS: As the number of chiropractors increase, each office hires at least one front office chiropractic assistant (CA). Larger offices may hire a CA as a receptionist, a billing clerk, or a transcriber of chiropractic reports. The CA with good skills and a solid chiropractic terminology background should always be in demand.

CHIROPRACTIC ASSISTANT

Certificate: SCC

Admission Requirements:

- Keyboarding skills: 40 wpm with six or fewer errors completed at the SCC testing center or enrollment in BT 101 or 102.
- Current first aid/CPR card or successful completion of ISFTY 111 or equivalent.
- Students with ASSET scores below 30 or Compass test scores below 43 must successfully complete BT 151 during the first quarter.

Certificate**First Quarter**

			Credits
BT	90	Basic Grammar for Business II	5
MSEC	101	Medical Terminology and Anatomy	5
MSEC	108	Medical Office Computing	<u>5</u>
			15

Second Quarter

ACCT	151	College Accounting I	5
BT	231	Office Procedures	5
MSEC	102	Medical Terminology and Anatomy	5
MSEC	123	Medical Office Coding	<u>5</u>
			20

Third Quarter

GBUS	103	Basic Business Math and Electronic Calculators	5
MSEC	121	Medical Office Reception	5
MSEC	124	Medical Office Insurance Billing	5
MSEC	125	Medical Office Bookkeeping	<u>5</u>
			20

Fourth Quarter

BT	160	Job Preparation Techniques	3
MSEC	120	Human Relations/Communications for Medical Office Personnel	5
MSEC	284	Medical Internship Seminar	1
MSEC	289	Chiropractic Internship	<u>3</u>
			12

67 credits are required for a certificate with a minimum passing grade of 2.0 in each course.

Clock hours are 858.

Disclaimer: The college cannot guarantee courses will be offered in the quarters indicated. During the period this guide is in circulation, there may be curriculum revisions and program changes. **Students are responsible for consulting the appropriate academic unit or adviser for more current and specific information.** The information in this guide is subject to change and does not constitute an agreement between the college and the student.