

**Medical Office Assistant  
Internship Learning Objectives**

Student Intern: \_\_\_\_\_ Internship Site: \_\_\_\_\_

**Working with your supervisor, choose from the following learning objectives OR submit others, which are specific to the position or internship assignment:**

- Create, save, and print a spreadsheet.
- Create and/or use a database.
- Generate reports, schedules, charge, and receipt summaries.
- Perform a mail merge to create documents or a mailing.
- Schedule patient appointments.
- Index, code, sort, and file documents.
- Edit and rewrite correspondence to produce documents of mailable quality.
- Input patient medical information.
- Process insurance claims.
- Perform patient billing.
- Type letters or documents at 50 words per minute with no errors.
- Use medical references and other resources for research and practice.
- Operate designated word processing, dictation, and transcription equipment.
- Transcribe, proofread, and correct transcribed medical reports and correspondence.
- Operate the various functions and demonstrate the ability to input and output on microcomputers using problem-solving techniques.
- Utilize medical terms to label an anatomical description or drawing.
- Identify, pronounce, and use medical terminology in the appropriate context.
- Manage business records, files, and storage systems
- Describe and demonstrate legal and ethical responsibilities within the medical assistant profession.
- Other: \_\_\_\_\_.

**To receive Credit at the end of the semester, I agree to submit the following:**

1. Final Summary Portfolio
  - Written overview (minimum of 2-3 pages typed) of your internship experience including challenges you faced and how you overcame them, results of your work, reaction to your performance from other team members, description of business relationships with co-workers, and how your work benefited the company.
  - Descriptions, samples and examples of the projects and tasks completed during your internship based on your list of learning objectives.
2. Supervisor Evaluation Form (provided to the supervisor by the Internship Coordinator).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date