RUNNING HEAD: BUSINESS ADMINISTRATION (MEDICAL)

BSBMED302

Tia Short

[Name of the Institution]

Summative assessment 2

Performing duties as a medical administrator have to perform some major responsibilities. On community levels, a medical administrator has to provide instructions to the patients that include advice about fee structures preparation of medical accounts and processing of referrals to the patients visiting the community health clinic. This paper will be providing an assessment of the application of competencies in the context of a medical administrator.

Competencies are required for an individual, so that, he or she may be able to advise patients regarding their fee structures. These competencies include computer skills, must know about finances and accounting. On must possess computer skills because they are helpful in the preparation of bills online and have a medical history of patients in the data systems. It is also important in the contact of administration that individual should know the calculations and billing processes. If not being able to calculate accurately, then there will be problems for both administration and patients.

If there are situations of emergencies, then community-level health clinics may refer the patients to others so that they will get treated on time while it is also important to prepare bills and calculate the total costs. This requires a strong skill of billing because inaccurate billing may cost more from the patients. To avoid errors in the billing and to carry the appropriate process of referrals is important to ensure quality medical services (Knebel and Greiner, 2003).

It is also important to prepare medical accounts for the patients visiting community clinic because, on their next visit, their medical history will be required. Sometimes, medical reports are misplaced, and the medical staff prescribe the wrong medication to the patients. To avoid issues related to medical histories, it is important to create medical accounts of each patient. To create medical accounts, administrators will be required to have computer skills because paperwork is not always easier to be maintained.

# Bibliography

Knebel, E., Greiner, A.C., 2003. Health professions education: A bridge to quality. National Academies Press.