

MEDICAL ADMINISTRATIVE ASSISTANT

The objective of this diploma program is to provide a comprehensive office administration training with a medical specialization enabling graduates to assume the responsibilities of entry-level medical office administrators.

CAREER OPPORTUNITIES

This program prepares graduates for employment opportunities in private doctor offices, hospitals, medical clinics, and insurance companies where knowledge of medical terminology and procedures are required. Graduates may act as receptionists, clerk-typists, and word processors, take care of medical recordkeeping, and assume other office responsibilities.

The goal of this program is to prepare graduates who are able to:

1. Communicate professionally in the healthcare environment
2. Demonstrate appropriate medical administrative procedures
3. Classify and manage patient medical information
4. Transcribe and explain medical records
5. Read and interpret medical coding and billing proficiently

PROGRAM REQUIREMENTS

Class #	Class Name	Credits
BS110	Business Communications	4
BS150	Business Writing	4
CS111	Computer Information Systems	3
CS131	MS Office Professional I	3
CS256	MS Office Professional II	3
KY100	Keyboarding I	3
KY150	Keyboarding II	3
KY200	Keyboarding III	3
MA100	Medical Terminology	4
MA110	Anatomy and Physiology	5
MA120	Health Care Law and Ethics	4
OA160	Medical Transcription	3
OA170	Medical Office Procedures I	4
OA270	Medical Office Procedures II	3
PD250	Career Development	1
SS103	Global Citizenship	2
SS140	Interpersonal Relations	4
Electives approved through dean of students		4
Total Program Minimum Credit Requirement		60

Notes:

Students may be required to complete Foundations of Mathematics I and/or II and Foundations of Writing I and/or II based upon competency exam scores.