MEDICAL ADMINISTRATIVE ASSISTANT AAS

Trained medical office personnel in doctors' offices, clinics, and hospitals are vital!

The Administrative Medical Assistant program provides advanced-level training to meet the demand.

Students receive significant instruction through medical field experience with cooperating local medical facilities.

Upon completion of this degree, students will:

- Prove basic knowledge of medical billing software and electronic medical record navigation
- Show employability skills and habits
- Complete various medical documents and forms
- Schedule appointments and activities
- Work with a variety of medical professionals and agencies
- Have the most current ICD and CPT coding skills
- Understand HIPAA regulations and medical ethics
- Have skills in human relations with a positive and caring personality
- Have an ability to multitask and a desire to help people

General Education Requirements

Code	Title	Credits
Written Communication		
ENGL-101	WRITING AND RHETORIC I	3.00
Oral Communication		
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	3.00
Mathematical Ways of Knowing		
MTHPT-130	FINITE MATHEMATICS	3.00
Social & Behavioral Ways of Knowing		
Select one of the following:		3.00
HRPT/SS-185	HUMAN RELATIONS IN ORGANIZATIONS	
PSYC-101	INTRODUCTION TO GENERAL PSYCHOLOGY	
Additional General Education Courses		
Select one of the following:		3.00-4.00
ANTH-102	CULTURAL ANTHROPOLOGY	
ANTH-120	WORLD PREHISTORY	
ANTH-170	INTRODUCTION TO NATIVE AMERICAN STUDIES	
ANTH-360	RACE AND ETHNICITY	
ART-100	INTRODUCTION TO ART	
BIOF-100	INTRODUCTION TO BIOINFORMATICS	
BIOL-100	CONCEPTS OF BIOLOGY	
BIOL-120	PLANTS AND PEOPLE	
BIOL-123	BIOLOGY IN FILM	
BIOL-175	HUMAN BIOLOGY	
BIOL-227	HUMAN ANATOMY AND PHYSIOLOGY I	
CHEM-100	CONCEPTS OF CHEMISTRY	
CHEM-105	GENERAL, ORGANIC AND BIOCHEMISTRY	
CHEM-111	PRINCIPLES OF CHEMISTRY I	
CITPT-108	INTRODUCTION TO COMPUTER SCIENCE	
COMM-345	INTERCULTURAL COMMUNICATION	
CS-108	INTRODUCTION TO COMPUTER SCIENCE	
ECON-201	PRINCIPLES OF MACROECONOMICS	
ECON-202	PRINCIPLES OF MICROECONOMICS	
ENGL-102	WRITING AND RHETORIC II	

ENGL-109	COLLEGE WRITING AND RESEARCH
ENGL-175	LITERATURE AND IDEAS
ENGL-257	WORLD CLASSICS
ENGL-258	INTERNATIONAL LITERATURE
ENGL-260	NATIVE AMERICAN LITERATURE
ENGL-261	MYTHOLOGIES
ENGL-474	NATIVE AMERICAN WRITTEN LITERATURE
FSCI-101	INTRODUCTION TO FORENSIC SCIENCE
GEOL-101	PHYSICAL GEOLOGY
GEOG-102	INTRODUCTION TO GEOGRAPHY
GEOL-120	INTRODUCTION TO EARTH SYSTEMS
GIS-271	GEOGRAPHIC INFORMATION SYSTEMS
HUM-101	THE ART AND HISTORY OF THE MOTION PICTURE
HUM-150	INTRODUCTION TO THE ARTS
HIST-101	WORLD HISTORY I
HIST-102	WORLD HISTORY II
HIST-111	UNITED STATES HISTORY I
HIST-112	UNITED STATES HISTORY II
HRPT/SS-184	DIVERSITY IN ORGANIZATIONS
ID-240	INTEGRATED SCIENCE II
ID-300A - 300Z (see course descriptions for options)	
ID-301A	HELLS CANYON INSTITUTE
KIN-220	SOCIAL-CULTURAL ASPECTS OF SPORTS
MUS-101	SURVEY OF MUSIC
MUS-102	MUSIC IN AMERICA
MUS-150	WORLD MUSIC
MUS-151	HISTORY OF MUSICAL THEATER
NP-101	NEZ PERCE LANGUAGE AND CULTURE
NP-102	NEZ PERCE LANGUAGE AND HISTORY
NS-140	INTEGRATED SCIENCE I
NS-150	INTRODUCTION TO NATURAL SCIENCES
NS-174	NATURAL SCIENCE FOR ELEMENTARY EDUCATOR
PHYS-111	GENERAL PHYSICS I
or PHYS-112	GENERAL PHYSICS II
PHYS-171	PHYS SCIENCES FOR ELEMENTARY EDUCATORS
PHYS-205	DESCRIPTIVE ASTRONOMY
PHYS-211	PHYSICS FOR SCIENTISTS AND ENGINEERS I
POLS-101	AMERICAN NATIONAL GOVERNMENT
POLS-237	INTERNATIONAL POLITICS
POLS-285	COMPARATIVE GOVERNMENT
PSYC-205	LIFESPAN DEVELOPMENTAL PSYCHOLOGY
SOC-101	INTRODUCTION TO SOCIOLOGY
SOC-102	SOCIAL PROBLEMS
SPAN-101	ELEMENTARY SPANISH I
SPAN-102	ELEMENTARY SPANISH II
SPAN-201	INTERMEDIATE SPANISH I
SPAN-202	INTERMEDIATE SPANISH II
THEA-101	SURVEY OF THE THEATER

Total Credits   **15.00-16.00**

Program Requirements

Code	Title	Credits
ACCPT-101	BASIC ACCOUNTING I	3.00
AHLTH-130	INTRODUCTION TO ALLIED HEALTH	2.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
GNBPT-112	EXCEL	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-200	BUSINESS DOCUMENT PROCESSING	3.00
GNBPT-202	FINANCIAL BUSINESS APPLICATIONS	3.00
MEDPT-170	MEDICAL INSURANCE	3.00
MEDPT-173	MEDICAL TERMINOLOGY	3.00
MEDPT-175	ADMINISTRATIVE MEDICAL ASSISTING I	3.00
MEDPT-251	MEDICAL TRANSCRIPTION I	3.00
MEDPT-252	CLINICAL EXPERIENCE	3.00
MEDPT-259	PATIENT RECORD SYSTEMS	3.00
MEDPT-275	MEDICAL CODING	3.00
MEDPT-285	MEDICAL CODING II	3.00
Completion of a Technical Skills Assessment is required		
Total Credits		**44.00**

Sequential Plan of Study

First Year

Fall		Credits
AHLTH-130	INTRODUCTION TO ALLIED HEALTH	2.00
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	3.00
ENGL-101	WRITING AND RHETORIC I	3.00
GNBPT-110	BUSINESS COMPUTER SKILLS	3.00
MEDPT-173	MEDICAL TERMINOLOGY	3.00
	Credits	**14.00**
Spring		
GNBPT-112	EXCEL	3.00
GNBPT-185	BUSINESS COMMUNICATION	3.00
GNBPT-200	BUSINESS DOCUMENT PROCESSING	3.00
HRPT/SS-185 or PSYC-101	HUMAN RELATIONS IN ORGANIZATIONS or INTRODUCTION TO GENERAL PSYCHOLOGY	3.00
MTHPT-130	FINITE MATHEMATICS	3.00
	Credits	**15.00**

Second Year

Fall		
ACCPT-101	BASIC ACCOUNTING I	3.00
GNBPT-202	FINANCIAL BUSINESS APPLICATIONS	3.00
MEDPT-170	MEDICAL INSURANCE	3.00
MEDPT-175	ADMINISTRATIVE MEDICAL ASSISTING I	3.00
MEDPT-285	MEDICAL CODING II	3.00
	Credits	**15.00**
Spring		
CORE	Additional General Education Course	3.00
MEDPT-251	MEDICAL TRANSCRIPTION I	3.00
MEDPT-252	CLINICAL EXPERIENCE	3.00
MEDPT-259	PATIENT RECORD SYSTEMS	3.00

MEDPT-275	MEDICAL CODING	3.00
	Credits	**15.00**
	Total Credits	**60.00**

Graduates from Administrative Medical Assistant programs go on to obtain careers in a variety of fields including:

- Medical Office Manager, Medical Office Assistant
- Medical Administrative Assistant
- Medical Billing Specialist
- Medical Coder

Check out the U.S. Bureau of Labor Statistics website (https://www.bls.gov/ooh/home.htm)for more information about the potential careers above.