

MEDICAL ADMINISTRATIVE ASSISTANT AAS

The Medical Administrative Assistant program provides advanced-level training to meet healthcare facility demands. Trained medical office personnel in doctors' offices, clinics, and hospitals are vital! 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 focus on positive and caring traits.
- 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 Core Course		3.00
*Additional Core Course cannot be used to fulfill a requirement above.		
Select the link below to review LC State's General Education Core courses		
http://catalog.lcsc.edu/general-education (http://catalog.lcsc.edu/general-education/)		
Total Credits		15.00

Program Requirements

Code	Title	Credits
ACCPT-101	BASIC ACCOUNTING I	3.00
AHLTH-130	INTRODUCTION TO ALLIED HEALTH	2.00
BUS-101	INTRODUCTION TO BUSINESS	3.00
BUS-220	BUSINESS COMMUNICATIONS	3.00
BUS-221	INTRODUCTION TO COMPUTERS/INFO SYSTEMS	3.00
GNBPT-103	APPLIED ALGEBRA	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-259	PATIENT RECORD SYSTEMS	3.00
MEDPT-275	MEDICAL CODING	3.00
MEDPT-285	MEDICAL CODING II	3.00
MEDPT-294	INTERNSHIP IN MEDICAL	3.00

Elective	Elective Credits	3.00-4.00
Total Credits		44.00-45.00

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.