

MEDICAL ADMINISTRATIVE ASSISTANT ATC

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

The Medical Administrative Assistant program provides advanced-level training to meet healthcare facility demands. 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 Core

Code	Title	Credits
COMM-101	FUNDAMENTALS OF ORAL COMMUNICATION	3.00
MTHPT-130 or MTHPT-137	FINITE MATHEMATICS MATH FOR TECHNOLOGY	4.00
HRPT-185 or PSYC-101	HUMAN RELATIONS IN ORGANIZATIONS INTRODUCTION TO GENERAL PSYCHOLOGY	3.00
Total Credits		10.00

Program Requirements

Code	Title	Credits
ACCPT-101	BASIC ACCOUNTING I	3.00
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
Total Credits		42.00