
Medical Administrative Assistant

Objective: This program includes extensive instruction in medical terminology, medical office procedures, medical insurance billing, claims reimbursement, various medical-related software for data protection and transmission, as well as basic anatomy and physiology. Students completing this course are prepared for front office medical assistant positions in doctors' offices, hospitals, private laboratories, and other medical institutions or facilities requiring a medical background. In addition to medical office procedures, students participate in a 125-hour externship. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

Expected Educational Outcomes: Upon completing the Medical Administrative Assistant program, students will have demonstrated:

1. The critical skills necessary to properly handle front office procedures.
2. Expanded focus regarding current medical issues such as laws, ethics, insurances.
3. Expanded focus regarding insurance billing and coding in an outpatient setting.
4. The important role and responsibilities of a medical administrative assistant.
5. Readiness to sit for the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.

Diploma awarded upon successful completion of all graduation requirements.

Medical Administrative Assistant

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.		Class No.	Class Title	Hours	Qtr.	
			Units					Units	
AC160A	Fundamentals of Accounting IA	25	2.5		MD162A	Introduction to Medical Assisting I	25	1.0	
AC16LA	Fundamentals of Accounting IA Lab	25	1.0		MD162B	Introduction to Medical Assisting II	25	1.0	
AC160B	Fundamentals of Accounting IB	25	2.5		MD250	Medical Office Procedures I	25	2.5	
AC16LB	Fundamentals of Accounting IB Lab	25	1.0		MD251	Medical Office Procedures II	25	2.5	
BM141	Math Review	25	1.0		MD301A	Medical Insurance Coding I	25	2.5	
BM142	Business Math	25	2.5		MD301B	Medical Insurance Coding II	25	2.5	
BM195A	10-Key Keypad	25	1.0		MD301C	Medical Insurance Coding III	25	2.5	
BM195B	10-Key Speed Development	25	1.0		MD302A	MediSoft I	25	1.0	
CM050A	Introduction to the Internet	25	1.0		MD302B	MediSoft II	25	1.0	
CM100	Computer Literacy	25	2.5		MD304A	Medical Manager I	25	1.0	
CM127B	Introduction to Microsoft Word I	25	1.0		MD304B	Medical Manager II	25	1.0	
CM185A	QuickBooks Pro for Windows	25	1.0		MD305	Medical Insurance Plans	25	2.5	
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0		MD306	Claims Reimbursement	25	2.5	
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0		MD307	HIPAA and Records Management	25	2.5	
EN100A	Business English IA - Grammar	25	2.5		MD400 *	Medical Externship	<u>125</u>	<u>4.0</u>	
EN100B	Business English IB - Grammar	25	2.5			Total:	1250	88.0	
EN200A	Business English IIA - Punctuation	25	2.5			Total Weeks/Quarters			
EN200B	Business English IIB - Punctuation	25	2.5			Daytime:	50/5		
EN300A	Business Correspondence I	25	1.0			Evening:	75/5		
EN300B	Business Correspondence II	25	1.0						
GB101	Career Transitions	25	2.5						
GB132B	Records Management	25	2.5						
GB200A	Human Relations I	25	2.5						
GB200B	Human Relations II	25	2.5						
GB300	Security Practices	25	2.5						
MD150	Anatomy and Physiology I	25	2.5						
MD151	Anatomy and Physiology II	25	2.5						
MD152	Anatomy and Physiology III	25	2.5						
MD160A	Beginning Medical Transcription I	25	1.0						
MD161A	Medical Terminology I	25	2.5						
MD161B	Medical Terminology II	25	2.5						

Keyboarding Speed Requirement: 50 NWPM

* See eligibility requirements under "Class Descriptions", page 109.