

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE

PROGRAM OVERVIEW

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The Medical Administrative Certificate is a one-year, 30-credit program that equips students with the essential skills and knowledge needed to succeed in entry-level administrative positions across a variety of healthcare environments, including physician offices, clinics, hospitals, and outpatient facilities. This program is designed for individuals seeking a fast-track option in the healthcare field without a prior medical background.

Students will build a solid foundation in key administrative competencies such as medical terminology, healthcare documentation, electronic health records (EHRs), HIPAA compliance, professional communication, and front-desk operations. In addition, the curriculum includes core instruction in insurance processing, introduction to ICD-10-CM and CPT coding theory, and office software applications used in today's medical settings.

The program places a strong emphasis on developing real-world, job-ready skills through classroom instruction and simulated practice using industry-standard tools and technologies. Graduates will be prepared to interact professionally with patients, providers, and payers, and to support smooth office workflows in busy healthcare environments.

There are no selective policies or procedures for this program.

Successful completion of this program qualifies a student to apply for a Certificate in Medical Administrative Assistant.

This new certificate program is pending approval from the Education Department to be eligible for federal student aid.

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MEDICAL ADMINISTRATIVE ASSISTANT

ONE-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER

	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Medical Assistant 101 (Essential Skills for the Healthcare Professional)	3
Medical Administrative Assistant 110 (Medical Terminology)	3
Medical Assistant 102 (Introduction to Health Records)	3
Medical Administrative Assistant 131 (Introduction to Coding Essentials)	3
Integrative Health 101 (Mind/Body Skills for Health and Healing)	1
Total:	16

SECOND SEMESTER

Business Administration 101 (Business Professionalism & Ethics)	2
Medical Administrative Assistant 132 (Elements of Human Disease)	3
Computer Technology 221 (Office Applications)	3
Medical Administrative Assistant 213 (Principles of Medical Insurance)	3
Medical Administrative Assistant 209 (Medical Administrative Assistant)	3
Total:	14
Total Credit Hours:	30

NOTE: All courses specifically identified by course number are graduation requirements for this program.

