
MEDICAL ADMINISTRATIVE ASSISTANT

PROGRAM OVERVIEW

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The Medical Administrative Assistant program is designed to prepare students for administrative and technology skills necessary to pursue careers in current and emerging positions in the medical field. The program develops administrative and technical competencies essential for performing administrative support and managing the day-to-day operations of various medical office environments. Course work emphasis is on administrative practices including document preparation, appointment scheduling, medical coding, billing and insurance verification, financial management of the office and electronic health records. Communications and patient relationship techniques are emphasized. Classroom skills and knowledge are refined through practicum experience at a college-approved medical facility. Upon completion of this plan of study, students will be qualified for medical administrative assistant positions in ambulatory and acute care settings. The Medical Administrative Assistant program is designed to be completed in four college semesters.

A satisfactory health record must be on file prior to the practicum experience. Students must obtain a Criminal Record Check prior to entrance into the Medical Administrative Assistant practicum. If participating in practicum at a Pennsylvania clinical site, the student must also obtain a Child Abuse History Clearance. During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately by the student to the director of the Medical Administrative Assistant program.

Alllegany College of Maryland's Medical Administrative Assistant program is an educational partner with the American Academy of Professional Coders (AAPC). As such, graduates of the Medical Administrative Assistant program will have the knowledge and competencies required to take the AAPC Certified Professional Coder (CPC) exam. In addition, graduates will also have the knowledge and skills to take the National Health Career Association's Certified Medical Administrative Assistant (CMAA) certification examination.

Students must achieve a "C" or better in any medical coding course before being advanced to any subsequent coding course in the curriculum progression. In order to graduate from the Medical Administrative Assistant program, the students must meet all college academic requirements plus achieve a grade of "C" or better in each Medical Administrative Assistant and Medical Assistant course.

This is a career program. Students planning to transfer should consult with their advisor or the Advising Center staff regarding specific program and course transfer issues.

Successful completion of this program qualifies a student to apply for an Associate of Applied Science degree in Medical Administrative Assistant.

COURSE REQUIREMENTS

REQUIRED MEDICAL ADMINISTRATIVE ASSISTANT COURSES

MDAA-110	Medical Terminology
MDAA-132	Elements of Human Disease
MDAA-133	Basic Disease Coding
MDAA-135	Basic Procedural Coding
MDAA-150	Computer Software for the Medical Office
MDAA-212	Applications in Medical Coding
MDAA-213	Principles of Medical Insurance
MDAA-214	Medical Administrative Assistant Practicum
MDAS-101	Essential Skills for Health Professional
MDAS-102	Introduction to Health Records
MDAS-209	Administrative Medical Assistant

REQUIRED GENERAL COURSES

COMP-101	Computer Literacy
COMP-107	Introduction to Cybersecurity
ENG-101	English Composition I
IHLT-101	Mind/Body Skills for Health and Healing
PHED-153	Cardiopulmonary Resuscitation and First Aid
PSYC-101	General Psychology
SPCH-101	Speech Communication

REQUIRED ELECTIVE COURSES

Please consult with your advisor or the Advising Center staff for selecting appropriate elective courses for graduation.

Biological Science Elective - 3 credits

Mathematic Elective - 3 credits

PROGRAM PATH

MEDICAL ADMINISTRATIVE ASSISTANT

TWO-YEAR CAREER PROGRAM

PREPARATION FOR EMPLOYMENT

FIRST SEMESTER

	<u>Credit Hours</u>
Computer Technology 101 (Computer Literacy)	3
Computer Technology 107 (Introduction to Cybersecurity)	3
English 101 (English Composition I)	3
Mathematics Elective ¹	3
Medical Administrative Assistant 110 (Medical Terminology)	3
Total:	15

SECOND SEMESTER

Medical Administrative Assistant 132 (Elements of Human Disease)	3
Medical Administrative Assistant 133 (Basic Disease Coding)	3
Medical Administrative Assistant 135 (Basic Procedural Coding)	3
Medical Administrative Assistant 150 (Computer Software in the Medical Office)	3
Medical Assistant 101 (Essential Skills for the Health Professional)	3
Total:	15

THIRD SEMESTER

Integrative Health 101 (Mind/Body Skills for Health and Healing)	1
Medical Assistant 102 (Introduction to Health Records)	3
Medical Assistant 209 (Administrative Medical Assistant)	3
Medical Administrative Assistant 212 (Applications in Medical Coding)	6
Physical Education 153 (Cardiopulmonary Resuscitation and First Aid)	2
Total:	15

FOURTH SEMESTER

Biological Science Elective ¹	3
Medical Administrative Assistant 213 (Principles of Medical Insurance)	3
Medical Administrative Assistant 214 (Medical Administrative Assistant Practicum)	3
Psychology 101 (General Psychology)	3
Speech 101 (Speech Communication)	3
Total:	15
Total Credit Hours:	60

¹ Consult your advisor or Advising Center staff for appropriate courses.

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