

# MEDICAL ADMINISTRATIVE ASSISTANT

## ASSOCIATE OF APPLIED SCIENCE (AAS) - 60 CREDITS

### Program Plan — "Primary"

Locations: Online

#### 1st Fall Term (16 credits)

##### Courses

Course	Crds
ADMM1104 - Medical Language Applications I .....	3
ADMM1110 - Medical Documentation I .....	4
ADMM1122 - Medical Office Procedures .....	4
ADMM1200 - Medical Office Technology Tools .....	2
HLTH1110 - Introduction to Anatomy and Physiology .....	3

#### 1st Spring Term (14 credits)

##### Courses

Course	Crds
ADMM1150 - Medical Billing/Insurance .....	4
ADMM1152 - Outpatient Coding .....	4
ADMM2104 - Medical Language Applications II .....	3
ADMM2500 - Human Disease Applications for Administrative Health Professionals .....	3

#### 2nd Fall Term (15 credits)

##### Courses

Course	Crds
ADMM1160 - Medical Documentation II .....	3
ADMM2150 - Medicare Coding and Billing Applications .....	3

##### 3 credits in one or more of the following:

PSYC1200 - General Psychology .....	3
PSYC2220 - Abnormal Psychology .....	3
PSYC2222 - Lifespan Development .....	3

##### 6 credits in one or more of the following:

COMM1120 - Introduction to Public Speaking .....	3
COMM1130 - Small Group Communication .....	3
COMM1140 - Interpersonal Communication .....	3

#### 2nd Spring Term (15 credits)

##### Courses

Course	Crds
ADMM2122 - Medical Office Management .....	3
ADMM2130 - Medical Office Career Insight .....	2
ADMM2320 - Medical Office Capstone .....	1

##### 9 credits in one or more of the following:

General Education w/MnTC Goals