

# MEDICAL ADMINISTRATIVE ASSISTANT

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

### About this program

The Medical Administrative Assistant AAS program prepares students to work in a variety of medical settings, handling all types of administrative duties for private practices, hospitals and clinics. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the medical secretary through the addition of liberal arts classes in preparation for leadership roles. Graduates of this program are highly trained office specialists who are prepared to accept responsibility for the coordination of medical office functions and patient billing processes. Successful medical administrative assistants have excellent communication skills and exhibit a high degree of professionalism. All courses in the program incorporate the skills needed for employment in the medical administrative assistant profession.

### Program outcomes

1. Communicate using the language of medicine.
2. Utilize technology for medical office applications.
3. Prepare and manage the healthcare record.
4. Perform diagnosis and procedure coding.
5. Demonstrate knowledge of structure, function, disease processes, and treatment in the human body.
6. Perform insurance and financial procedures following current regulations for the medical office.
7. Demonstrate professional communication while employing legal and ethical practices.
8. Perform registration procedures and maintain an appointment schedule.
9. Explain strategies for medical office management.
10. Demonstrate professional work and organization skills.

### Curriculum overview

Crds	Requirement type
	Total

**Developmental courses note:** A student may be required to enroll in developmental courses in reading, writing and math. A student's scores on the Accuplacer assessment will determine enrollment in developmental courses. The purpose of developmental courses is to prepare students for the demands of a college-level curriculum. *Credits may vary.*

**Accreditation:** Minnesota State Community and Technical College is accredited by the Higher Learning Commission, a regional accreditation agency recognized by the U.S. Department of Education. The Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604-1411 <http://www.ncahigherlearningcommission.org> Phone: 312.263.0456 / 800.621.7440

# Curriculum requirement details

Required courses

Other requirements or restricted electives



## Course summaries



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Program Plan — ""

Locations:

