MEDICAL INFORMATION TECHNOLOGY A.A.S. - MEDICAL ADMINISTRATIVE ASSISTING

Michelle Boller, Director

Medical administrative assistants are critical to a healthcare facility. They are the first person a patient talks to or meets when they come in for care. This program offers students a career in this fascinating and high-demand medical field. According to the Bureau of Labor Statistics, positions in these medical areas are expected to increase over 20 percent in the next several years.

In the first year of this program students will receive the Medical Reception certificate. Upon completion, students will continue to develop skills to:

- Effectively and confidentially communicate with patients, maintain patient records, schedule appointments, and transcribe letters and patient chart notes.
- Post charges and payments and submit insurance claims using current coding procedures.
- Create and update the office procedures manual, assist in improving work flow and office efficiencies, and supervise and communicate with office personnel.

Graduates are prepared for employment in clinics, hospitals, private practices, insurance companies, and work-at-home opportunities. Students successfully completing the program are awarded the Associate of Applied Science degree. Students may enter either Autumn or Spring semester.

Associate of Applied Science - Medical Information Technology; Medical Administrative Assisting Concentration

Summary

Code	Title	Hours
Core Courses		63
Total Hours		**63**

Degree Specific Credits: 60

Required Cumulative GPA: 2.0

Note: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Core Courses

Note: Substitutions are approved at the discretion of the program director.

Code	Title	Hours
Complete all of the following courses:		
ACTG 101	Accounting Procedures I	3
AHMS 144	Medical Terminology	3
AHMS 156	Medical Billing Fundamentals	3
AHMS 216	Pharmaceutical Products	3
AHMS 220	Medical Office Procedures	4
AHMS 252	Computerized Medical Billing	3
AHMS 270E	Medical Ethics	3
AHMS 298	Medical Information Internship	3
BGEN 215	Career Readiness	3
BIOH 104N	Basic Human Biology	3
BIOH 105N	Basic Human Biology Laboratory	1
BMGT 245	Customer Service Management	3
CAPP 154	MS Word	3
COMX 111A	Introduction to Public Speaking	3
COMX 115S	Introduction to Interpersonal Communication	3
CSCI 172	Intro to Computer Modeling	3
HIT 265	Electronic Health Records	3
M 105	Contemporary Mathematics	4
or M 115	Probability and Linear Mathematics	
PSYX 100S	Intro to Psychology	3
WRIT 101	College Writing I	3
Total Hours		**60**

Minimum Required Grade: C-