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

Missoula College

Catalog Year: 2022-23

Summary

<table>
<thead>
<tr>
<th>Code</th>
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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.