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

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.

GENERAL ASSOCIATE OF APPLIED SCIENCE REQUIREMENTS

Additional requirements for graduation can be found on the Degree/Certificate Requirements for Graduation page (http://catalog.umt.edu/academics/graduation-requirements/).

Unless otherwise noted in individual program requirements, a minimum grade point average of 2.00 in all work attempted at the University of Montana-Missoula is required for graduation. Please see the Academic Policies and Procedures page (http://catalog.umt.edu/academics/policies-procedures/) for information on how your GPA is calculated.

Courses taken to satisfy the requirements of a major, minor, or certificate program must be completed with a grade of C- or better unless a higher grade is noted in the program requirements.

ASSOCIATE OF APPLIED SCIENCE - MEDICAL INFORMATION TECHNOLOGY; MEDICAL ADMINISTRATIVE ASSISTING CONCENTRATION

Course Requirements

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 Communications	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**